**Position Title:** Grants Manager

**Area of focus:** Fundraising, Grant Research, Writing, Outreach and Management

**Position Type:** Part Time (20 - 22 hours a week)

**Description of Organization:** The American Civic Association (ACA) is a non-profit organization that has been dedicated to helping immigrants and refugees integrate into the greater Binghamton area. Throughout our years of service, it has been our mission to foster the appreciation of all diverse cultural heritages by emphasizing the value immigrants and refugees bring to our community.

**Position Summary:** The Grants Manager Position plays a vital role in the survival of our organization, and its role in the community. In this position you will be responsible for the research and identification of potential grant funds, and the writing and editing and submission of proposals for grant applications. In addition you will be in charge of tracking the grants process by maintaining files, and due dates to ensure success. You will provide timely and conscience communication about grant goals to the American Civic Association staff, and working closely with the Financial department to make sure fund allocation is appropriate. Additionally, participating in community outreach and networking events, as well as liaising between grant providers is a must. As is in the character of nonprofits, the Grants Manager will experience working with various programs and staff throughout. As the Grants Manager you will be expected to fulfill a diverse range of tasks depending on the needs of the organization, and therefore will need to be quite flexible.

**Essential Duties & Accountabilities:**

1. Availability – Manager must be available for two to three business days a week, with the possibility of more hours on weeks with grant deadlines.
2. Grant Research – Researches under the supervision of the Executive Director to identify and gather comprehensive information on grants and organizations that share our mission statement or support the organization’s current priorities.
3. Grant Writing – Provides detailed and accurate reports for grants, including drafting and editing narratives, gathering supplementary documents and information, and communicating ideas in a persuasive precise manner that ensures a beneficial outcome.
4. Grant Reporting – Gathers information for grant reporting purposes and compiling grant reports.
5. Communication- Partners with Finance department to ensure allocation of funds from the grants is being distributed, spent and reported to the proper party, by maintaining up-to-date files. Communicates with staff member’s pertinent information about grant requirements to ensure all are met. Informs the Executive Director as well as staff members of any new grant opportunities that could benefit the organization as well as providing updates on any current grants.
6. Connections – Builds a list of potential strategic allies to connect with and follows through.
7. Management – Maintains the annual calendar of grant releases, applications, and reporting deadlines, statuses of completion within the organization along with internal individual staff deadlines. Keeps all grant files organized and complete.

**Required Skills and Abilities:**

* Bachelors or Master’s Degree in Public Administration, or other relevant field
* 2 + years of experience in Grant Writing
* Experience working in a non-profit environment
* Excellent verbal and written communication skills
* Ability to work with people of different backgrounds while conveying warmth and acceptance
* Strong research and analytical skills
* Excellent attention to detail and organizational skills
* Leadership qualities
* Interpersonal skills
* Proficient computer skills and knowledge of Microsoft Suite products
* Initiative, follow-through, ability to meet deadlines and submit quality finished work
* Bilingual speaker preferred

Please submit a copy of your resume, an example of your previous grant writing, and a cover letter to [americancivichr@gmail.com](mailto:americancivichr@gmail.com).

 \*\*Please note this is a **permanent position**. The candidate should be looking to stay in the area for the immediate future