



<b>JOB TITLE</b>	<b>Grants Manager</b>
<b>REPORTS TO</b>	Development Director
<b>SUPERVISES</b>	N/A
<b>FSLA STATUS</b>	Full Time, Exempt
<b>LOCATION</b>	Boulder, CO
<b>SALARY RANGE</b>	\$55,000-\$65,000

## **ABOUT ATTENTION HOMES**

Attention Homes provides housing and supportive services to young people ages 12-24. Through a continuum of care, we move young people from the streets or unsafe living situations into programs that support their education, employment, housing situation, and overall well-being to successfully launch into adulthood. We operate a Residential Care Facility for youth requiring out of home placements; a Runaway and Homeless Shelter including street outreach, a daytime drop-in center and overnight emergency shelter; a Transitional Living Program, and a supportive housing project. We are a not-for-profit organization, registered as a 501(c)3. For more information, visit [www.attentionhomes.org](http://www.attentionhomes.org).

**Attention Homes is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are strategically invested in creating an equitable, diverse and inclusive work environment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, [...], family or parental status, or any other status protected by the laws or regulations in the locations where we operate.**

**Attention Homes is a drug-free workplace. Candidates and employees must be able to pass a criminal background check.**

## **SUMMARY OF POSITION**

The Grants Manager serves an integral role in the agency's fundraising plan and overall organizational development by generating revenues for Attention Homes programs and services through timely submission of well-researched, well-written and well-documented grant proposals. He/She/they are responsible for assisting with funder development, relations, prospecting, reporting and creating budgets for current and potential grants.

## **RESPONSIBILITIES**

- Raise \$1.7 million annually from federal, state and local governments, as well as foundations and corporations.
- Take a lead role in writing and submitting grant proposals
- Ensure compliance with all funding requirements outlined in federal, state and local grants.
- Manage submission of grant invoices as required, including deciding what invoices will cover and communication of grant budgetary information to Bookkeeper for tracking purposes.
- Serve as the primary institutional liaison with national and local grantors.
- Be responsible for new funder prospecting and research.
- Work with the COO and Development Director to manage donor cultivation, solicitation and stewardship strategy for potential grant opportunity.
- Work with the Development Manager on identifying corporate grant opportunities.
- Work with the senior management team and program staff to formulate budgets for proposals and identify grant needs/opportunities.
- Maintain annual calendar for grant proposals and reports deadlines.
- Maintain detailed records of funder contacts, submitted/accepted proposals within donation management database.
- Maintain contact with funders to ensure the most up-to-date information is available.
- Process grant and funder acknowledgements.
- Write progress reports to government, corporate and foundation funders as appropriate
- Create annual grants budget, goals and track performance.
- Be responsible for compiling outcomes and outputs in collaboration with Program Managers and Data Coordinator.
- Gather statistics, client stories, accomplishments, challenges and other data from program and administrative staff members to include in grant proposals.
- Stay up to date on national/local trends and research related to homelessness and displaced youth.
- Attend grant interviews and receptions as needed.
- Attend professional development trainings.
- Maintain current registrations necessary to apply for federal funding.
- Track federal restricted expenditures and ensure those do not overlap with other sources.

## **PROFESSIONAL QUALIFICATIONS**

- Bachelor's Degree or equivalent experience
- 4-7 years of grant writing experience
- Minimum of 21 years of age
- Demonstrated success with obtaining and managing federal funding.



- Experience performing foundation research.
- Ability to accurately read and interpret funding opportunity announcements or similar.
- Demonstrated knowledge of the pre-award grant submission process. Federal application requirements and policy regulations are highly preferred.
- Knowledge of DonorPerfect, Salesforce, HMIS or other CRM software preferred.
- Familiarity with web-based submission software preferred.
- Meticulous attention to detail and excellent organizational skills
- Ability to perform extremely accurate data entry and produce high quality, professional work.
- Strong verbal communication, written communication, and interpersonal skills
- Willingness and ability to work in a dynamic environment, in a team setting
- Strong computer skills, including Microsoft Office, word processing, spreadsheet, and presentation software
- Ability to sit for long periods of time while also performing typing duties on a computer
- Ability to lift and carry objects of moderate weight.
- Ability to lift, bend, stoop, kneel, crouch, push and other strenuous activities.

### **BENEFITS AND COMPENSATION**

Attention Homes offers competitive compensation and benefits such as PTO (or work/life solutions), medical, dental, and vision in addition to a 403(b) plan.

### **TO APPLY**

Email resume and cover letter to: [contactah@attentionhomes.org](mailto:contactah@attentionhomes.org) with “Grants Manager” in the subject line. **Must be sent in by January 6, 2021.**

*Last updated: December 22, 2020*