Position Title: Grants Manager

Status: Regular, Exempt, Full-Time

Location: White River Junction, Vermont or Remote

Salary Range: $53,500 - $63,200

Posting Date: July 19, 2023

To Apply: Please submit a cover letter and resume with three references to hr@vitalcommunities.org.

Application Deadline: Applications will be accepted until the position is filled. Vital Communities will begin reviewing applications on August 1, 2023.

Vital Communities’ Mission
Incorporated in 1998, Vital Communities is a nonprofit organization that engages Upper Valley people, organizations, and communities to create equitable solutions to our region’s challenges. We work with dozens of public, private, and nonprofit partners in the 69 NH and VT towns comprising the Upper Valley, implementing programs in the areas of climate and energy; economy; food and farm; housing; transportation; leadership; and place-based education. All of our programs emerge from and are driven by regional needs and community interests. Explore vitalcommunities.org to learn more.

Position Context
With an annual budget of $3 million in FY 2024, which is supported by a robust grant portfolio including private foundations, corporate funders, and government agencies at all levels, Vital Communities has a growing need to expand our fundraising and development team. The Grants Manager will be responsible for managing all aspects of the grant application and award process, including maintaining an annual submission calendar, identifying potential funding opportunities, preparing grant proposals, managing grant budgets, and ensuring compliance with grant requirements, including preparation of narrative and financial reports. The Grants Manager will work closely with the organization’s program staff, finance staff, and the Development Director to develop proposals that align with the organization's mission and strategic priorities.

Note: This position is mostly remote with occasional in-office days or in-person event attendance required.

Responsibilities

● Research potential funding sources and identify opportunities for private, corporate, and government grants that align with the organization’s mission and strategic priorities

● Develop and write grant proposals, including budgets and supporting documentation, in collaboration with program staff

● Manage all aspects of the grant application process, including submission of proposals, follow-up communication with funders, and reporting on grant outcomes and budget

● In collaboration with the Finance team, monitor and report on grant awards and expenditures, and prepare and submit grant billing/reimbursement requests ensuring compliance with grant requirements and
reporting deadlines
● Maintain accurate and up-to-date records of grant activities and outcomes
● Monitor changes in grant regulations and requirements and ensure compliance with all relevant guidelines
● Provide support and guidance to program staff on grant-related issues and requirements
● Prepare regular reports on grant activities, outcomes, and budget status
● Build and maintain positive relationships with funders and other key stakeholders as needed

Desired Skills and Qualifications
● The equivalent of a bachelor’s degree and 3-5 years of experience in grant management and grant writing
● Strong understanding of grant regulations and requirements
● Excellent writing, editing, and research skills
● Strong organizational and project management skills
● Ability to work independently and as part of a team
● Strong interpersonal and communication skills
● Proficiency in Microsoft Office, Google Suite, and grant management software
● Understanding of nonprofit fundraising and accounting principles/revenue recognition requirements

Primary Internal Contacts
● Supervised by the Development Director
● Collaborates with Program Staff, Finance Manager, and Development Coordinator as needed

Expectations of All Staff
● Understand and support the mission of Vital Communities, considering and supporting the needs of the community and strategic direction of the organization in all aspects of work
● Center justice, equity, diversity, and inclusion in fulfilling job responsibilities
● Greet the public through all channels of communication with courtesy and respect
● Network with allied organizations and initiatives
● Work collaboratively across issue areas and proactively coordinate with other Vital Communities staff and teams
● Meet regularly with supervisor
● Attend staff meetings and participate in staff activities, including but not limited to trainings, planning, evaluation, and fundraising
● Work in a safe manner and report any safety hazards to the Executive Director
● Maintain individual workstation and office in a clean, attractive manner
● Maintain records in accordance with organization policies, including database
● Practice good work habits of flexibility, efficiency, punctuality, dependability, and confidentiality
● Strive to upgrade existing skills and learn new ones, setting professional development goals with supervisor
● Employ good communication skills by sharing information, listening to others, and giving thoughtful input
● Work as a team member by helping others and making suggestions for improvements
● Ability to work with a great deal of personal autonomy as well as in a team setting
● Proficiency in PC computing and aptitude for quick and self-directed learning of new software programs

Benefits Summary
Benefits for full-time employees at Vital Communities include: Generous time off, sick leave, paid holidays and office closures, paid lunch hour, a cafeteria plan for health insurance, short term disability insurance, an Employee Assistance Program (EAP), a Simple IRA with a 3% employer match, and professional development opportunities.