

## Job Description

Position: **Grants Manager**

Program/Department: Administration

Reports to: Deputy Chief Operating Officer

Hours: Full Time

### Position Summary:

The Grants Manager is responsible for identifying, securing and managing financial resources for Brooklyn Community Services (BCS) from government agencies, including federal, state, and local government sources, with a primary focus on New York City and State government grant-making entities. Primary responsibilities include research, internal and community outreach to formulate proposals, identify and write grant applications for government funding opportunities and, in collaboration with the program team, manage the post-award process for grants awarded to BCS. This position will assist with departmental duties as necessary to ensure success at meeting BCS's funding goals. The ideal candidate is an independent thinker, a self-starter who takes pride in a job well-done and finds gratification in seeing the results of a successful application.

### Responsibilities:

#### Pre-Award Activities

- Research potential federal, state and local funders and funding/contract opportunities; keep current with announcements of new funding opportunities. The primary focus for this position is New York City and State and Federal government grant making entities.
- Outreach to internal and external parties to create program proposals for government funding opportunities.
- Work with data management staff to develop data, studies and statistics to support funding applications; research and maintain up-to-date records on topics related to BCS's services and population.
- Build and maintain a partnership resource database to allow for seamless access when organizing and reaching out to community partners for signed linkage agreements and/or required support letters/materials.
- Write and submit high-quality government grant proposals and contract applications, including budget templates.
- Coordinate proposal review process between various departments and staff.
- Ensure all pre-submission portal requirements are met, i.e. agency eligibility requirements and paperwork submitted.
- Coordinate all proposal collaterals and attachments for submission and uploading into submission portal.
- As necessary, create new boilerplate language for use in proposals.

#### Post-Award Activities

- Oversee all aspects of reporting for grant and contracts awards. Work with Senior and Program staff or ensure that reports are complete and are written and submitted on time.
- Work with Finance staff to monitor expenses and cash flow from government grants to ensure that grant monies are spent and documented per grant conditions.
- Develop and maintain relationships with project officers and program managers at funder agencies to facilitate continued and enhanced funding.
- Manage calendar and process of renewal applications for existing and multi-year government grants.
- Assist with grants management.

### **Administration**

- Collaborate with the Finance Department to review budgets and set up new funding sources.
- Collaborate with Senior Staff and Program Directors to maintain departmental systems, including: Grants Review Committee meetings; reporting calendar with due dates and deliverables; database of funder information; and library of boiler language, and library of boiler plate language, grant applications, reports by Program Managers, and correspondence with funders.
- Coordinate grants management efforts between Grants, Programs and Finance Departments. Improve process for tracking the spenddown and implementation of grants. Ensure requests for extension and budgets amendments and are submitted to funders in a timely manner.
- Participate in agency wide groups and meetings as required
- Other tasks as may be required.

### **Qualifications Required and Preferred:**

- Writing a **cover letter** is required.
- At least three years' experience writing and managing successful grant proposals.
- A collaborative team player who can adjust to a dynamic work environment; able to manage competing deadlines and priorities.
- Excellent Project Management Skills – Experience managing the grant writing and award reporting process in a team environment; Ability to multitask to ensure deliverables remain on schedule without sacrificing writing quality or missing a submission due date.
- Highly developed Analytic Skills – Ability to interpret funder documents such as Request for Proposals, Grant Reporting Guidelines and synthesize information to respond directly to Funder's inquiries; put forth compelling and coherent articulation of BCS's programs and services to win competitive grants.
- A practical problem solver who can deal with a variety of concrete variables in grant proposal situations where only limited standardization exists; able to interpret a variety of instructions in written, oral, diagram, or schedule form.

### **Writing Skills**

- Proposal Development- Proven ability to synthesize information from program staff into Letters of Intent and proposals; able to understand the big picture and the details required to achieve it; skilled at consolidating multiple ideas into a single, compelling work product.
- Creative: Experience in articulating and crafting the need for funding into compelling case statements.
- Technical: Able to respond to the technical prompts fully and effectively, including statement of priorities, narrative outline, responses to questions, attachments, budget requirements and forms as well as associated addendum required by the Request for Proposal and Reporting Guidelines/Requirements.

### **Education**

- Must have Bachelor's degree or equivalent work experience
- Experience working for a large organization is a plus.

\*\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**How to apply:** [Click here to apply to the Grants Manger role](#)