



POSITION TITLE: Grant Writer/Compliance Manager

REPORTS TO: CEO

JOB SUMMARY: The Grant Writer is primarily responsible for writing and managing portfolios for proposals and applications to secure grant funding for MSH programs/services, infrastructure and other activities as identified. Responsibilities include research and prospecting for potential funders (i.e. foundations, corporations, government (Federal/State/County), partnerships and collaborations. The Grant Writer will demonstrate skills and expertise to assure funding alignment to agency mission, goals and programs and ability to lead grant-writing projects.

PRIMARY RESPONSIBILITIES

- Writing grant proposals and renewals for agency programs, infrastructure and other activities. This includes collecting current research for proposal's subject; coordinating programmatic, administrative and narrative preparation with appropriate staff members; completing necessary forms and attachments; assembling the budget, attachments and proposal for submission, as appropriate
- Writing, editing and researching for reports and amendments as assigned
- Grant administration including coordinating execution of contracts; maintaining computerized and paper files of all funding;
- Grant compliance including communication of funding requirements to appropriate staff; ensuring the timely submission of required statistical and narrative reports; assisting with program reporting as necessary and compliance review for funding requirements during the life of the grant
- Prepare budget from grant award to submit to Finance (including period of disbursement).
- Analyze grant expenditures semi-annually and annually to determine compliance and disbursement.
- Performs the full range of actions for the grant administration phase (review funding opportunities, recommend funding opportunities to CEO, attend pre and post-award calls, conferences, meetings, etc., coordinate program and fiscal reporting schedule with staff, track grant progress)
- Maintain and expand support for MSH programs by overseeing execution of grants portfolio including research and prospecting, proposal and report writing, and development/stewardship activities
- Initiate ongoing communication with key program staff to analyze funding needs, gaps and opportunities
- Manage efficient operational system to ensure accurate records and timely communication with funders; oversee grants calendar and maintain up-to-date database records for all institutional donors

- Collect and synthesize information about MSH programs as needed to make strongest case for support
- Develop a deep understanding of program content to ensure integrity and quality of proposal writing
- Assist other MSH administrative areas with requests for information (Finance, Development co-workers).
- Other duties as assigned

MINIMUM EDUCATION AND SKILLS

- Bachelor's degree required
- Grant writing experience, preferably with an education focus
- Experience which should demonstrate a proven track record of securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify opportunities for GC academic and technical programs
- Ability to work effectively under pressure
- Excellent writing and verbal skills
- Be highly organized with the ability to implement systems and follow-up processes
- Proficiency in research, interpreting, and analyzing diverse data
- Excellent Computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills (Apricot)
- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment

PREFERRED EDUCATION AND SKILLS

- Master's degree
- 3 to 5 years of experience as a successful grant writer
- Previous grant budget development and management
- A proven record of securing major grants with certifiable references
- Knowledge of grant application process, scoring criteria and funding cycles
- Previous federal grant application, submission, approval and management of funds

WORK ENVIRONMENT

- Work primarily in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use. **Work can also be done remotely.**

SPECIAL REQUIREMENTS

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified