

## JOB DESCRIPTION

### DIRECTOR OF GRANTS MANAGEMENT

The direction of grants management leads and organizes CVIC's grant efforts and team. This includes finding opportunities, developing proposals, ensuring compliance, and managing funding. The role is critical to securing and maintaining financial support that aligns with the organization's vision, mission, and goals as well as ensuring success by planning strategically, building relationships, and working with leadership and programs. **The position offers the option to work in a hybrid or fully remote capacity, depending on the preferred work style of the selected candidate.**

**MINIMUM QUALIFICATIONS:** Bachelor's degree in business, non-profit leadership, human services, or related field and 2 years relevant experience. Must have clear and concise communications skills, strong planning and organizational skills, interpersonal and relationship building skills, be a self-starter, detail oriented and results driven.

**PREFERRED QUALIFICATIONS:** Master's degree in business, non-profit leadership, human services, or related field and 5 years relevant experience in managing or coordinating federal grants and communicating with a multi-disciplinary team. Ability to foster positive relationships with grantors, streamline grant administration, and manage fiscal and program accountabilities related to grant reporting.

**COMPENSATION:** Salary range is \$54,293-\$90,489, depending on education and experience. Benefits include a generous leave package including annual, sick and personal leave; 11 paid holidays; health, dental, vision, and life insurance; 403(b) with employer match; and potential eligibility for federal student loan forgiveness. CVIC participates in the ND Working Parents Child Care Relief program.

**SUPERVISED BY:** Chief Financial Officer

**CLASSIFICATION:** Exempt

#### RESPONSIBILITIES

##### Grant Identification and Opportunity Development

- Proactively identify and research grant opportunities that align with the organization's mission and goals.
- Ensure a continuous pipeline of relevant funding sources that support current and future organizational needs.

##### Lead Grant Proposal Writing and Submission

- Lead the development of high-quality, strategic grant proposals that clearly articulate program objectives and funding needs, collaborating with program directors and leadership.

## Compliance and Grant Management

- Ensure all grants are managed effectively, including compliance with funder requirements, accurate reporting, and proper financial tracking.
- Maintain clear communication with funders regarding grant progress and outcomes.

## Strategic Planning and Financial Alignment

- Align grant-seeking efforts with the organization's long-term strategic goals and financial needs.
- Collaborate with leadership to integrate grant funding into broader organizational planning.

## Internal Collaboration and Program Support

- Work closely with program directors and leadership to ensure grant proposals and funding opportunities align with programmatic needs.
- Provide support to ensure the successful implementation of funded programs.

## Data-Driven Decision Making and Reporting

- Use data to drive grant opportunities, proposal development, and reporting decisions.
- Track and analyze grant performance to inform future strategies and communicate impact to funders and stakeholders.

## Supervision

- Supervise the assistant director of grants management to ensure accurate and timely completion of duties to include tracking grant expenditures, preparing grant reimbursements, and submitting budget revisions.
- Coordinate contracted grant writers.

Be life changing with us. **Apply today** by submitting a cover letter, resume and completing the employment application at <https://cvic.bamboohr.com/jobs/>. Contact Kristina Stepps, Director of Human Resources at [kristinas@cviconline.org](mailto:kristinas@cviconline.org) with any questions.

**APPLICATION DEADLINE:** Applications will be accepted until the position is filled.

CVIC is an equal opportunity employer including disability/veterans.