



## POSITION DESCRIPTION

**Mission:** Uniting Baltimore through parks.

Parks & People has worked for more than 30 years to build public-private partnerships that sustain and improve Baltimore's parks and green spaces, with a legacy of investing in projects that revitalize green programs that allow children, youth and adults to learn, grow, and explore their natural environment. Our vision is to ensure that everyone in Baltimore is connected to nature, their community and each other through vibrant parks and green spaces.

### GRANTS MANAGER

DIVISION: EXTERNAL AFFAIRS

REV: 07/26/18

FULL-TIME, EXEMPT

**MAJOR RESPONSIBILITY:** The Grants Manager is responsible for preparing and submitting proposals and reports for government agencies and foundations. In addition, the Grants Manager researches prospects, manages the calendar of grant deliverables, fulfills reporting requirements, and coordinates with staff to ensure all grant obligations are met.

**REPORTS TO:** Vice President for External Affairs

#### **ESSENTIAL FUNCTIONS:**

1. Proposals
  - a. Prepares and submits proposals to all government agencies and foundations
  - b. Update proposal templates regularly, incorporating key messages and themes, organization goals and objectives, and outcomes attained
  - c. Tailors template proposals as needed for prospects' unique application formats
  - d. Ensures all supporting documents needed for proposal submission are up to date
2. Grantor Solicitations and Acknowledgements
  - a. Develops and adheres to comprehensive calendar of grant requests, including workplace giving campaign applications
  - b. Sends acknowledgement letters within 72 hours, including notification of gift awards to all members of the solicitation team
  - c. Maintains database tracking of all solicitation, cultivation and reporting activities, including emails, notes from meetings and conversations
  - d. Coordinates with staff and manages the timely submission of all required materials and contracts
  - e. Reviews all submission requirements and attends mandatory grantee meetings as assigned
3. Prospect Research
  - a. Assist with prospect research process to produce
    - 1) a sufficient number of quality prospects
    - 2) donor profiles
    - 3) appropriate ask amounts

- b. Prioritize and evaluate prospects for corporate, foundation, and government grants and present funding opportunities to the President & CEO and Vice President of External Affairs

4. Other Duties

- a. Collaborates with other External Affairs staff to ensure that all departmental activities are cohesive
- b. Stays abreast of trends and best practices in grant writing, grants management, database management, government and foundation relations and other related topics
- c. Maintains up-to-date knowledge of Parks & People programs and organizational priorities
- d. Assists with External Affairs special events, including Picnic in the Park
- e. Attends key meetings and assists the Vice President of External Affairs in representing the mission and interests of Parks & People to external groups, organizations and providers as assigned
- f. Keeps current on issues of importance to Parks & People by literature review, contact with social and professional communities, and participating in relevant conferences
- g. Provide support, when requested, for all Parks & People activities
- h. Other duties as assigned

**QUALIFICATIONS:**

***Requirements***

- 3+ years of progressive experience developing proposals with proven track record of success
- Excellent oral and written communication skills
- Superb organizational skills and attention to detail
- Knowledge of prospect research tools
- Solid understanding of fundraising best practices
- Proficiency in MS Office software
- Excellent time management skills needed to handle multiple, concurrent deadlines
- Exceptional people-skills and perseverance in building and maintaining relationships with donors and staff
- Critical thinking needed to understand and identify opportunities to strengthen connections between fundraising activities and other departmental and organizational activities
- Ability to analyze problems, synthesize information and develop solutions which support Parks & People's mission
- Able to utilize data as a tool to make strategic and timely decisions regarding program effectiveness and impact
- A willingness to work beyond the usual 8:30am-5pm business day and on weekends as needed

***Preferences***

- Knowledge of donor management or CRM software