



JOB POSTING

Position title: Director of Grants Management

The Director of Grants Management is responsible for managing all grant and contract application and reporting activities at a large social services nonprofit with more than 15 program areas. This is a full-time position, with occasional evening and weekend hours.

Duties and Responsibilities

- Coordinate application and reporting deadlines for a large portfolio of federal, state, local, public and private grants and contracts.
- Research, evaluate, write, edit, assemble, and submit grant and report documents in collaboration with program staff members, the Chief Program Officer, CFO, CEO, and the Chief Advancement Officer.
- Ensure all applications and reports meet required criteria, are error free, and are submitted on time.
- Maintain/Manage the grant and contract application and reporting calendar, providing detailed, timely reports to staff that includes due dates for submission.
- Maintain funder electronic and paper data files.
- Regular attendance during office hours and reliable transportation required.
- Participate in other Advancement Team activities including agency events, community outreach, direct mail, donor and volunteer meetings, and other fundraising and public relations activities
- Assist the CEO and CAO with project management and coordination for individual projects and events
- Assist the agency with other writing projects, constituent relations, and other agency business as needed
- Provide assistance for agency meetings, including organizing materials, setting up rooms, ordering meals, taking meeting notes, and sending notifications to attendees, when needed.

Requirements: This position requires a Bachelor's degree from an accredited university and a minimum of three years of professional grant, contract, technical, or other advanced professional writing experience required. Experience in nonprofit grants management and federal or state grants or contracts strongly preferred. A basic writing assessment will be administered, and samples of prior grant or technical writing are required. Must possess an excellent command of the English language, and superior spelling and grammar skills.

Submit resume and salary requirements to:

hrdept@fcsnashville.org

EOE M/F/D/V