



## **Job Description Grants Manager**

The Grants Manager will be responsible for all daily activities related to grants, which includes researching prospective funders, writing, management and reporting. This is a part-time position.

### **Major Responsibilities:**

- Responsible for conducting the full range of activities required to research, prospect, prepare, submit, and manage grant proposals with funding sources.
- Work together on an ongoing basis with senior management and program staff to learn about current and future funding needs.
- Work with finance to gather information necessary to report to funders on current grant programs.
- Comply with all grant reporting as required by funders.
- Help to initiate/facilitate meetings between Kadima leadership and funding sources to cultivate relationships.
- Plan and facilitate regular grant meetings with members of the senior management team.
- Maintain grant records, including contact information, due dates and reporting requirements.
- Integrate with staff and clients, as well as learn about programs and services.

### **Qualifications:**

- At least five years in grants management field and have secured grants from government, private and corporate foundations
- Knowledge of Metro Detroit area funding sources a plus
- Experience working in mental health or healthcare field a plus
- Able to work well in a team environment, handle multiple assignments and meet deadlines

### **Knowledge and Skills:**

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals
- Strong editing skills
- Attention to detail
- Ability to meet deadlines
- Knowledge and familiarity with research techniques and resources for grant prospecting
- Strong contributor in team environments

Reports to: Development Director

Please send resumes to [Michellem@kadimacenter.org](mailto:Michellem@kadimacenter.org)