



## POSITION ANNOUNCEMENT

**Position title:** Grants Manager  
**Category:** Full-time position  
**Reports to:** Chief Marketing Officer  
**Location:** Kansas City, MO preferred, San Francisco, CA considered.  
**Closing Date:** Open Until Filled

### Introduction

780 million people – about one in nine – lack access to safe water; 2.5 billion people, lack access to a toilet. At Water.org, we are dedicated to changing this. Join us.

At Water.org we envision the day when everyone in the world can take a safe drink of water and experience the dignity of a toilet. For more than 20 years, we have been at the forefront of developing and delivering solutions to the water crisis. Founded by Gary White and Matt Damon, Water.org pioneers innovative, community-driven, and market-based solutions to ensure all people have access to safe water and sanitation; giving women hope, children health, and communities a future. To date, Water.org has positively transformed millions of lives in Africa, Asia, Latin America, and the Caribbean by providing access to safe water and sanitation. Learn more at [www.Water.org](http://www.Water.org).

### Position Description: Grants Manager

Water.org's Grants Manager works in the Development Department, although the position involves close working relationships with many departments, especially the International Programs, Finance and Communications teams. This individual contributes significantly to securing revenue to support the Water.org mission and to ensuring effective inter-departmental collaboration in support of our key funders.

### SPECIFIC AREAS OF RESPONSIBILITY INCLUDE:

#### Key Responsibilities

##### *Team and Project Management*

- Manage resources to deliver compelling communications for funders that convey Water.org's mission and programs on time and with excellence
- Coach, develop and support Grant Writer (and potential additional team members, as growth dictates)
- Oversee and execute a diverse range of proposals, progress reports and related projects
- Develop and manage effective processes and tools to enhance Water.org grant effectiveness, including but not limited to:
  - Communicating and collaborating with key internal stakeholders
  - Managing inputs and deliverables from all team members to ensure high quality materials are developed and deadlines are met
  - Matching potential donors with existing program commitments and new program ideas

- Ensuring effective and timely identification and communication of program progress
- Enhancing Water.org's ability to capture and communicate program impact

### *Proposal Writing*

- Manage the development of proposals for strategic donors, working closely with Development team members who develop, oversee, and negotiate partnerships with donors and provide guidance on proposals; and with International Programs team members who oversee Water.org programs
  - Create timelines for submissions, outlines key messaging, and supporting information to compel donor giving and engagement
  - Work within International Programs team and with Administration/Finance team members to generate proposal narrative and budgets
  - Assemble and synthesize key information related to proposals within the International Programs team and from outside sources
  - Compile and edit proposal inputs into cohesive and compelling content
  - Deliver completed proposals
    - Lead submission timeline and coordination to ensure role clarity and timely submission
    - Write and review proposal content, including narrative, numeric, and graphic information
    - Review and finalize proposals with Development team leads
    - Respond to donor questions and feedback and revise proposals as needed

### *Donor Reporting*

- Develop and manage deliverables for strategic donors
  - Draft and manage calendar of reports due and individual timelines for each major report
  - Write narrative progress reports for strategic, major and mid-major donors in coordination with other team members
  - Assemble budget and expenditure information from International Programs and Administration/Finance team members and report information to donors as required in our agreements
  - Assemble other program data for purposes of donor reporting
  - Assemble stories from the field in partnership with IP Programs Managers and the Marketing and Communications team
  - Respond to queries from donors on reports and progress in conjunction with Development team leads

### *Information Management*

- Create and manage standardized templates related to proposal development, information gathering/synthesis, donor reporting, and other purposes (e.g., narrative, financial, graphic, presentation, mapping, etc.)
- Design simple, automated methods of utilizing secondary data to generate background information and illustrative impacts for prospective/existing donors related to programs
- Work closely with Marketing and Communications team to draw upon and add to Water.org's core messaging, providing a key resource for knowledge and program

successes to ensure organizational communication is accurate, timely and reflects the latest initiatives

#### *Other Support*

- Support development of new program initiatives
- Participate in cross-departmental initiatives
- Support activities and planning related to the strategic direction of Water.org and the International Programs department.
- Other duties as assigned or required

#### **Qualifications and Skills**

- Advanced / Master's degree preferred, with at least five years of relevant experience
- Excellent communication, persuasive writing, editing and presentation skills
- Strong project management and organizational skills
- Excellent coordination and time management skills
- Deadline-driven
- Strong strategic thinker
- Excellent analytical skills; able to quickly grasp and effectively communicate complex concepts
- Detail-oriented and results-driven
- Self-starter; takes initiative
- Demonstrated success working in fast-paced, rapidly changing environment
- Demonstrated ability to excel in a team-based environment
- Experience working with remote teams preferred
- Passionate about international development; experience in microfinance, water and/or sanitation a plus
- Experience with program management and global grant making preferred

#### **Salary/Benefits**

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, retirement program and periodic review for incentive pay based on organizational and personal achievement. Salary will be based on education and experience, and will coincide with similar nonprofit organizations in international development.

#### **Application Information**

Please go to <http://careers.water.org> to apply. Resumes will be reviewed as they are received.

**NO PHONE CALLS PLEASE.**

**Deadline:** None. Position open until filled.

*Water.org is an equal opportunity employer. We do not discriminate on the basis of age, ethnicity, gender, nationality, religious belief or sexual orientation.*