

POSITION DESCRIPTION

Title: Grants Manager

Category: Exempt

Reports to: Senior Manager, Strategic Alliances

Location: Kansas City, MO

Effective: November 2015

Introduction

660 million people – about one in ten – lack access to safe water. More than twice that many, 2.4 billion people, don't have access to a toilet. These are the people Water.org serves. We are a global non-profit based in Kansas City, Missouri working to ensure safe water and sanitation for all. We go beyond traditional approaches to safe water and sanitation, focusing on addressing the underlying causes of this global crisis and innovating to deliver large-scale and sustainable change. Co-founded by Gary White and Matt Damon in 2009, Water.org has impacted more than 3 million lives and transformed thousands of communities in Africa, South Asia, and Latin America. Learn more at <http://water.org/>

Summary

Water.org's Grants Manager plays a central role within the Strategic Alliances team and a critical role within the organization overall. Working closely with the International Programs, Finance, Global Advocacy and Marketing teams, this individual contributes significantly to securing revenue to support Water.org in achieving its mission. The Grants Manager leads the development and implementation of key donor communications and effective internal processes in support of Water.org's strategic funders. Water.org's Grants Manager reports to the Senior Manager, Strategic Alliances. The position is based in Kansas City, MO.

Key Responsibilities

Grants Management – Team and Processes

- Oversee and execute a diverse range of proposals, progress reports and related projects, such as financial highlights and program and country overviews, produced by the Grants Management team. These materials enable the Strategic Alliances Relationship Managers (who develop, oversee and negotiate partnerships with donors) to effectively solicit and steward Water.org's prospects and donors.
- Develop and manage effective processes and tools to enhance Water.org's 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
 - Ensuring effective and timely communication of program progress
 - Develop content and 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 the Grant Writer and Project Manager of Grants

Develop and manage deliverables for strategic donors

- Drive the proposal and progress report development process for strategic donors.
 - Partner with the Strategic Alliances Relationship Managers to put forward inspiring proposals and progress reports

- Work with the International Programs team members who oversee Water.org programs and with Administration/Finance team members to generate proposal narrative, budgets and financial reports
- Write, compile and edit proposal inputs into cohesive and compelling content that includes narrative, numeric and graphic information
- Assemble program data and stories from the field for donor reporting
- Deliver completed proposals and progress reports on time by managing internal timelines and accountabilities
- Respond to donor questions and feedback and revise proposals as needed

Information Management

- Manage calendar of donor report due dates and individual report timelines
- Create and manage standardized templates related to proposal development, information gathering/synthesis, and donor reporting. This includes narrative, financial, and graphical templates.
- Design simple, automated methods of utilizing secondary data to incorporate into proposals and reports
- Work closely with the Marketing team to draw upon Water.org's core messaging; also contribute to messaging development, especially as it relates to programmatic strategy and progress

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

Management Responsibility

- Supervises work of others: responsible for hiring, discipline, and pay administration of their subordinates, including:
 - Grant Writer
 - Project Manager of Grants

Scope Data

- Makes hiring and supervisory decisions for two direct reports
- Oversees approximately 15 grants and directly leads internal donor-focused, project management for minimum of 3-4 grants and 3-4 new funding opportunities per year
- Exercises strong judgement skills to ensure Water.org meets or exceeds commitments to donors and informs donors of progress and challenges appropriately

Skills and Competencies

- Strong writing skills required
- Project management and people management skills required
- International or community development knowledge required
- Knowledge of fundraising strategy required
- Ability to use MS Office Products required

- Budget management and gifts processing policy knowledge required
- CRM experience required

Qualifications

- B.A required, Master's degree preferred; academic or equivalent work experience in international development, non-profit administration, or marketing/communications preferred
- At least six years of work experience, with focus on fundraising, international development, financial management or project management
- At least three years of experience managing grants preferred
- At least two years of team management experience preferred

Travel Requirement

Grants Manager must be willing to travel domestically and/or internationally at least once per year.

Salary/Benefits

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, retirement program and periodic review for merit and 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 apply at <http://water.org/about/careers/> . Please title your attachments with lastname, firstname. Submissions will be reviewed as they are received.

PLEASE DO NOT CONTACT US FOR STATUS UPDATES.

Water.org is an equal opportunity employer and does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment.