



POSITION ANNOUNCEMENT

Position title: Grants Manager
Category: Full-time position
Reports to: Chief Marketing Officer
Location: Kansas City, MO preferred, San Francisco, CA considered.
Date: May 14, 2013

Introduction

Nearly one billion people – about one in nine – lack access to clean water. More than twice that many, 2.5 billion people, don't have access to a toilet. These are the people Water.org serves. We are a global nonprofit dedicated to solving the water crisis – in our lifetime. Founded by Gary White and Matt Damon, Water.org pioneers innovative, community-driven, and market-based initiatives 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 the lives of more than one million individuals living around the world; ensuring a better life for generations ahead. You can learn more at 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 and Finance teams.

SPECIFIC AREAS OF RESPONSIBILITY INCLUDE:

Proposal Writing

- Manages the development of proposals to strategic donors, working in partnership with Development team members who are soliciting and negotiating prospective donor agreements and in conjunction with International Programs team members.
 - In conjunction with Development, define donor objectives and priorities. Create outline, key messaging, and supporting information to compel donor giving and engagement.
 - Assemble and synthesize relevant prospective information related to proposals within the International Programs team and from outside sources.
 - Write and review proposal content, including narrative, numeric, and graphic information.
 - Work within International Programs team and with Administration/Finance team members to generate proposal budgets.
 - Review and finalize proposals with Development team leads.
 - Respond to proposal questions and make necessary proposal revisions based on donor feedback, in conjunction with Development team leads.
- Respond to queries from Development team members pertaining to initial discussions with prospective donors on potential new initiatives.

- Manage process of matching potential donors with existing program commitments and new program ideas, in conjunction with International Programs staff and the Development team.

Donor Reporting

- Assist in managing deliverables with institutional donors.
 - Write narrative progress reports for strategic, major and mid-major donors.
 - Assemble budget and expenditure information from other International Programs team members, and the Administration/Finance department and report information to donors as required in our donor agreements.
 - Assemble other program data for purposes of constituent reporting.
 - Assemble stories from the field in partnership with IP Programs Managers.
 - 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/actual donors related to programs.
- Work closely with Marketing and Communications team to draw upon and add to Water.org core messaging, providing a key resource for knowledge and program successes in order to ensure organizational communication is 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.

Qualifications and Skills

- Advanced / Master's degree preferred, with at least five years of relevant experience
- Excellent communication, persuasive writing, and editing skills
- Strong analytical and presentation skills
- Detail-oriented and results-driven
- Strong project management and organizational skills
- Self-starter
- Demonstrated success working in fast-paced, rapidly changing environment
- Demonstrated ability to excel in a team-based environment
- Passionate about international development, with experience in the water and sanitation sector a plus
- Experience with global grant making a plus

Salary/Benefits

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, and a retirement program. Salary will be based on education and experience, and will coincide with similar non-profit 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.