



## **POSITION ANNOUNCEMENT**

**Position title:** Grants Manager  
**Category:** Full time position  
**Reports to:** Chief Marketing Officer  
**Location:** Kansas City, MO  
**Date:** January 16, 2012

### Introduction

Nearly one billion people – about one in eight – 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 based in Kansas City, MO and around the world working to ensure safe water and basic sanitation for all. We go beyond traditional approaches to clean 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 represents the coming together of two organizations - Water Partners International and H2O Africa. Together, these founding organizations have impacted more than 1.1 million lives and transformed thousands of communities in Africa, South Asia, and Latin America. You can 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 International Programs and Strategic Initiatives. Major responsibilities include the following:

- Manages the development of proposals to strategic donors, major donors, and mid-major donors, working in partnership with Development team members who are soliciting and negotiating prospective agreements with donors 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.

- Assist in managing agreements with institutional donors.
  - Write narrative progress reports for 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.
- 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.
- Develop and manage information resources, including databases utilized by the International Programs team and other Water.org staff, in conjunction with other International Programs team members.
- 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.
- 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**

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

### **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:** January 31.

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

**About Water.org**

Water.org (formerly WaterPartners International) is a dynamic, rapidly growing international organization addressing the global water supply crisis. We are committed to providing clean drinking water to communities in developing countries. Working in partnership with donors and those in need of safe water, we have helped people around the world develop accessible, sustainable, community-level water supplies. With increasing support from foundations, government and individuals, revenues are forecast to exceed \$11 million per year, providing the opportunity to greatly expand partner projects. Our offices are located in Kansas City, Missouri. You can learn more at [www.water.org](http://www.water.org).