



## **Grants Manager**

The Community Foundation for Ocala/Marion is seeking a detail-oriented and highly motivated Grants Manager to join our team. The Grants Manager will play a crucial role in assisting the Grants department research, write, and manage grant opportunities for local nonprofit organizations. The ideal candidate will have a strong writing ability, a proven track record in grant writing or a related role, excellent time management and organizational skills, and the ability to work collaboratively in a dynamic environment.

### **Responsibilities**

- Assist in managing the end-to-end grant application process including business development, preparation of compelling grant proposals, application reviews, and coordinating the proposal due diligence process.
- Assist in maintaining database of nonprofit organizational information for applications.
- Assist with formulation of program budgets for nonprofit applications
- Maintain accurate and up-to-date records of grant opportunities, submissions, timeline of grant due dates, and disposition of grant applications!
- Effectively manage multiple projects simultaneously, ensuring deadlines are met and priorities are aligned with the foundation's strategic goals.
- Foster positive relationships with grantees, applicants, and community partners to ensure a customer-focused approach is consistently maintained.
- Assist in the development and implementation of strategies to enhance the foundation's grant-making process and impact.
- Stay updated on best practices, trends, and developments in the field of philanthropy and grant management.

Note: The above job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary.

### **Qualifications**

- Bachelor's degree in a relevant field or equivalent combination of education and experience.
- Minimum of 3 years of experience in grant management, program administration, or a related role within a nonprofit, foundation, or similar organization.
- Strong written communication skills with the ability to draft clear, compelling, and concise grant proposals and reports.

- Excellent time management, organization, and planning skills, with the ability to prioritize and manage multiple tasks and projects effectively.
- Proficiency in Microsoft Office suite, especially Excel, Word, and PowerPoint.
- Demonstrated ability to collaborate and work effectively in a team-oriented environment.
- Strong attention to detail and a commitment to accuracy in record-keeping and data management.
- Customer-focused approach with exceptional interpersonal skills and the ability to build and maintain positive relationships.
- Knowledge of the local community and its needs is a plus.

### **Reporting & Other Details**

This position reports to the Executive Director and is a part-time position (20-30 hours/week) with a starting salary between \$22 – \$27/hr. This position is a great opportunity to work with thousands of nonprofit organizations and make a meaningful impact to the Ocala/Marion County area.

### **TO APPLY**

Send all resumes with a cover letter to the Community Foundation for Ocala/Marion County at 324 SE 24<sup>th</sup> Street, Ocala, FL 34471 or email Dawn Phelps at [Dawn@ocalafoundation.org](mailto:Dawn@ocalafoundation.org).

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