



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

BATH AREA FAMILY YMCA JOB DESCRIPTION

Job Title: **Grants Manager**

Revision Date: 12/12/22

Status: Part Time (25 hours), Hourly

Reports to: Development Director

Location: Bath Area Family YMCA

POSITION SUMMARY:

This position supports the work of the Bath Area Family YMCA, a leading nonprofit and charitable organization committed to strengthening community through youth development, healthy living and social responsibility.

The Grants Manager works closely with the Development Director and senior team to lead and maximize the organization's grants revenue and ensure ongoing funding sustainability. The Grants Manager is responsible for pre-grant research, grant writing, coordination of grant applications and post-award support for the two-branch association.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Identify viable grant opportunities that align with the YMCA's mission and strategic goals. Research potential funders and funding opportunities.
2. Interpret and share information on federal, state, and private funding opportunities.
3. Work with the Development Director and program staff to match needs with potential funding resources.
4. Coordinate with staff to draft grant proposals and budgets.
5. Maintain system to track application activities, compliance, reporting and implementation of grant deliverables.
6. Coordinate with Marketing Director to communicate community benefit and Y impact.
7. Support stewardship to funders regarding grant awards and the management and monitoring of the funders' requirements for recognition.
8. Perform other related job duties as assigned.

QUALIFICATIONS:

- Able to quickly gain an in-depth understanding of the Y organization, departments and functions.
- Organized with great attention to detail.
- Good analytical and presentation skills.
- Excellent communication (verbal and written) and interpersonal skills.



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- Proficient in identifying grant opportunities through research and outreach.
- Skilled at writing, planning and strategizing.
- Ability to develop and use spreadsheets and standard business software systems.
- Bachelor's degree or equivalent in education/experience.
- One to two years of successful experience in grantwriting preferred.
- Ability to meet deadlines, as well as the ability to collect data, establish facts and draw valid conclusions, reason and solve problems.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.