

# **URBAN***PROMISE* MINISTRIES JOB DESCRIPTION

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Position Title: Director of Grants Department: Development  
Reports To: Director of Development Salary: \$29.46/hr 24 hours per week

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**Position Summary:** Under the direction of the Director of Development, the Director of Grants is responsible for overseeing and developing UrbanPromise’s grant funding currently representing approximately \$1M+ per year from 50+ entities. This comprises primarily private family foundations and corporate foundations. The Director of Grants is responsible for relationship management with grantors, writing grant applications, pre-award coordination of all grant applications, post-award budget confirmation/accounting coordination and support for program managers in charge of grant-funded projects, search and notification of opportunities for external sources of funding including grants and foundations, grant reporting/deliverables and general oversight of grant development. The Director of Grants monitors and ensures compliance with grant agreements.

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## **Essential Job Functions:**

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1. Provide overall coordination of grants, working with the Grants Officer, Director of Development, and any other team members who manage a portfolio of grants and/or manage grantor relationships.
2. For each of the following, directly manage a portfolio of 30+ grantors, and provide leadership and coordination on full team efforts (and other portfolio holders) for all grantors:
  - a. Manage relationships with grantors, building existing relationships and seeking opportunities to develop relationships with prospective grantors. Ensure that grantors are engaged through communications, individual relationships, events, impact reports, etc. in accordance with the funders’ interests.
  - b. Research and identify viable grant funding opportunities that match organizational goals and established priorities. Review and assess all opportunities identified by leadership or other team members. Assess fit of viable grant opportunities with managers and key staff prior to application.
  - c. Lead proposal development for existing and prospective grantors. Ensure that timelines are established with relevant parties for proposal development and submission, draft proposals, coordinating with team members for content, data, budgets, etc. Throughout the proposal development process, ensure alignment with organizational budget and goals.
  - d. Upon award, review grant award letters/grant agreements, grant applications and budgets. Ensure that all internal staff (e.g., leadership, program staff, accounting) are aware of relevant information. Track all deadlines, monitor communications about the grant, and ensure compliance with the grant agreement. Prepare amendment requests/notifications of changes as needed.
  - e. Lead report development in accordance with the funders’ requirements. Coordinate with team members to collect relevant data, narrative, and financial reports.
3. Create grants revenue budget annually and report regularly on the progress against the budget to the development team.
4. Manage grant data and information processes including maintenance of grant/grantor records in Donor Perfect and a shared grants calendar.
5. Update/maintain accounts that relate to grants including annual renewal with the System for Award Management, Charity Navigator, Foundation Center, and similar.
6. Supports administrative work associated with grants including but not limited to programmatic database support (ensuring that programmatic data is collected and providing support to staff) and updating organizational and local data/statistics.

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## Essential Job Requirements:

EDUCATION     Bachelor's Degree Required; Masters Preferred

EXPERIENCE    5+ in nonprofit development and fundraising, including 3+ years grant experience

### REQUIRED SKILLS

- Highly detailed oriented with strong organizational skills
- Problem-solving and analytical skills
- Ability to work effectively in a collaborative environment as well as independently; ability to work well with colleagues with an array of work styles
- Able to perform under minimum supervision within the scope of normal duties and responsibilities, difficult or unique situations to the supervisor
- Interpersonal skills using tact, patience and courtesy
- Sensitivity and respect for confidential information
- Good written and verbal communication skills; ability to work well and support relationships with all different areas of the organization
- Excellent computer skills including Microsoft Office, Excel and database programs; must be comfortable navigating a variety of grant portals

### PREFERRED SKILLS

- DonorPerfect (or other CRM) experience is a plus
- Foundation Directory Online experience & ability to identify relevant grant opportunities through a variety of search techniques

### **\*\*Equal Opportunity Statement**

UrbanPromise values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in the UrbanPromise mission and to promote racial and social equity in our work.

*UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Applications should be submitted to UrbanPromise Ministries, Chief People Officer at [pfoxx@urbanpromiseusa.org](mailto:pfoxx@urbanpromiseusa.org)*