

HABITAT FOR HUMANITY OF NEW CASTLE COUNTY

POSITION TITLE: Grant Manager **REPORTS TO:** Director of Development
DEPARTMENT: Development **STATUS:** Full-time Exempt
WORK ENVIRONMENT: Hybrid **SALARY:** \$50,000-61,000

VISION - We seek a world where everyone has a decent place to live.

POSITION SUMMARY

The Grant Manager will be responsible for grant research, managing a master grants calendar, completing letters of intent, preparing grant proposals and formal grant applications, stewarding foundation relationships, and ensuring that grant compliance and reporting requirements are met. The Grant Manager will manage a portfolio of grant applications to foundation and corporate entities. This role involves crafting effective grant proposals, reports, and communication materials that align with the organization's mission and programs. Exceptional writing skills and attention to detail are essential for this position.

PRIMARY DUTIES AND RESPONSIBILITIES

- Lead private and corporate foundation-giving efforts through research, relationship building, grant writing, and reporting.
- Oversee government grants for research, writing, and reporting.
- Steward existing grant funders in the portfolio.
- Work with internal teams to identify funding needs and to create budgets and compelling narratives to support successful grants.
- Ensure timely and effective grant management and compliance with requirements.
- Track and meet all deadlines on a comprehensive reporting calendar, including all grant funding opportunities.
- Track grant submissions, relationship activities, and grant data in Salesforce.
- Meeting or exceeding specific annual revenue goals for foundation giving.
- Create an annual organizational impact report.
- Assist with the Development Team's events and marketing tasks as needed.
- Other duties as required.

REQUIREMENTS

- Able to think strategically and creatively to reach fundraising goals.
- Excellent writing, storytelling, and editing skills; experience creating budgets.
- Advanced computer skills with Microsoft Office, donor management (DonorPerfect preferred), and CRM, such as Salesforce experience, are preferred.
- Ability to use CANVA, Constant Contact and social media tools.
- Strong organization, project, and time management skills.
- Flexible; able to thrive in a fast-paced environment.
- Able to work collaboratively within a team environment and across departments.
- Superior interpersonal skills with an ability to relate to broadly diverse audiences.
- Passion for equitable communities and the mission of Habitat for Humanity.
- Comfort learning innovative technology is required.

EDUCATION & EXPERIENCE

- College degree preferred.
- Three years of fundraising and at least one year of grant writing.
- A track record of success in meeting revenue goals and developing donor relationships.
- Experience using CRM systems preferred.

To apply: Send the following to Kathi Barber, kbarber@habitatncc.org: cover letter, resume, and a writing sample (preferably a grant LOI or Executive Summary).