JOB ANNOUNCEMENT

Grants Manager

Building Changes seeks a Grants Manager to work with our various grant portfolios. This position will implement and manage the administrative components of our grantmaking including contractual, financial, reporting, monitoring, and database management.

This position will work collaboratively with others doing grantmaking and evaluation, as well as other administrative staff, to manage all grant activities. This position reports to the Program Director and will be located at our office in Seattle.

Our Mission
Building Changes believes everyone in Washington can be stably housed. We strengthen the leaders, organizations and systems that make it possible.

Our Work
Building Changes pulls together government, philanthropy and nonprofits in a collective effort to impact homelessness in Washington State. With our partners, we test and implement new ways to reduce youth and family homelessness. We are committed to carrying out this work with a focus on addressing racial inequalities and justice.

Responsibilities will include:

Grant administration
- Manage existing and new grantee contracts, including drafting contract and exhibits, negotiating scope of work and budget, and requesting required documentation.
- Manage grant amendments, contract extensions, scope of work changes, budget modifications, and required reporting changes on a timely basis.
- Support grantmaking staff during grant funding process by supporting development of RFPs, timelines, review and selection process, and drafting of funding recommendations and board resolutions.
- Facilitate grant close out reports at conclusion of grant.
- Prepare and seek approval of grant payment requests and associated documents.
- Maintain up-to-date grantee required documents, including audited financial statements, 990s, and certificates of insurance.
- Enter, manage, and maintain grants and grantee contact information in Salesforce CRM.
- Develop and implement policies, procedures, and/or guidelines to streamline grant administration.
- Provide grant information and reports as requested.

Grant monitoring
- Work closely with grant leads, finance, and other staff as needed to ensure monitoring activities are well integrated, support ongoing capacity building with grantees.
- Attend meetings and site visits as needed to deepen understanding of programs and provide technical assistance with grant leads.
• Manage monthly processing of grantee reports and follow up with grant lead when issues arise; provide grant-related financial technical assistance to grantees.
• Manage Washington Youth & Families Fund Service grantee training scholarship fund, including request, approval, and reimbursement process.

The successful candidate will have a combination of the following: *
• Advanced ability to operate computers and related software programs, including Salesforce or similar CRM platform.
• Experience with budget analysis and grant proposal evaluation.
• Project management experience, including managing complex relationships and processes.
• Ability to work both independently and on collaborative teams.
• Strong organizational, writing, and research skills.
• Strong verbal and written communication skills and ability to communicate effectively with varied audiences.
• Ability to maintain professionalism and confidentiality in sensitive, complex, and/or controversial situations.
• Commitment to equity and social justice principles and practices, and understanding of the effects of race-, place-, and policy, and systems-based inequities on marginalized communities and populations.

*Note: In our effort to conduct an inclusive search for qualified candidates, this position does not require an advanced degree. Educational attainment will be considered along with other experience. Candidates must have demonstrated practice writing formal and persuasive communications materials. All candidates will be required to complete a writing assignment as part of the application process.

Physical requirements and work environment:
This position requires the manual dexterity enough to operate phones, computers, and other office equipment. This person must speak clearly using the English language to accurately convey information and be able to hear at normal speaking levels both in person and over the telephone. Vision correctable to 20/40 is required to review written materials. Generally good working conditions with little or no exposure to extremes in noises, temperature. Little or no safety or health hazards. Minimal lifting or climbing; work performed in an office setting.

Travel:
This position requires regular travel within 60 miles of the office and occasional travel throughout the state and nationally.

This job description does not imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other-related instructions and to perform any other job-related duties requested by their supervisor.

Salary range for this position is $50,000 – $60,000. We offer excellent health, time off, retirement and other benefits. To apply for this position, please email cover letter and resume to: jobs@buildingchanges.org – Subject: Grants Manager. For more information please visit our website at www.buildingchanges.org.

Building Changes is an Equal Opportunity Employer with a strong organizational commitment to building a diverse workforce.