

Grant Manager

Beautiful Butterflies Transitioning, Inc.



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JOB TITLE: Grant Manager
DEPARTMENT: Board of Directors
EXECUTIVE DIRECTOR Tammie Polk

Beautiful Butterflies Transitioning, Inc. is a 501(c)(3) nonprofit whose vision is to see women partake in healthy relationships where violence no longer exists.

GENERAL JOB DESCRIPTION

The ideal candidate will be highly motivated to work independently as well as part of a team and must be comfortable working in a deadline-driven environment.

MAJOR DUTIES AND RESPONSIBILITIES

It shall be the responsibility of the Grant Manager to oversee pre-award activities such as coordinating complex grant applications, preparing the grant application budget, and writing some of the components of the application in collaboration with the Grant Writer. The bulk of a Grant Manager's responsibilities is in the post-award stage of the grant lifecycle. The Grant Manager will submit periodic and final reports and ensure compliance.

MINOR DUTIES AND RESPONSIBILITIES

This role will keep watch for any upcoming deadlines and may take part to ensure the proposal has been properly prepared, and distributed per proposal.

QUALIFICATIONS FOR THE JOB

Education:

N/A

Experience:

Prefer minimum of 3 years previous grant management experience.

KEY COMPETENCIES

Excellent oral and written communication skills.

Read, comprehend, interpret, grant proposal guidelines.

Excellent time management and critical thinking skills.

Knowledgeable of funding sources, compliance issues, and legal and fiscal policies of funding sources and appropriate government agencies.

Signature Approved By:

Tammie Polk, Executive Director

Date Approved:

February 15, 2023

Date Last Reviewed:

Last Reviewed By:



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