



Manager of Grants and Contracts	
FLSA Status: EXEMPT	Reports To: Resource & Program Development Director

Introduction

The Alliance of Community Assistance Ministries, Inc. (ACAM) is a nationally recognized nonprofit management support organization with the mission to advance collaboration to create community-wide solutions for thriving nonprofits, neighborhoods, and families. ACAM's vision is an innovative, connected network that ensures families in need have a path to stability, health, and wealth.

Spanning a six-county region, ACAM's 16 Network partners are uniquely positioned in their respective communities to identify, engage, and provide critical human services to at-risk families. They collectively serve over 500,000 individuals annually with more than 10.6 million units of 175 unique services and have established reputations as leaders in providing exemplary and compassionate services. Over the past 20 years, ACAM has supported the Network through:

- Creating state of the art programming and initiatives that foster evaluation and build a learning community,
- Aligning and garnering talent and resources to support expanding the reach of The ACAM Network,
- Developing technology and data-driven solutions with the ACAM Network,
- Strategically supporting and leveraging leadership and assets,
- Building the brand of the ACAM Network as a whole, and
- Communicating results to demonstrate the impact of the ACAM Network.

Position Summary

This is a full-time position that reports directly to the Resource & Program Development Director (RPDD). The Manager of Grants and Contracts oversees pre- and post-award grant processes to play a critical role in advancing and maintaining ACAM's Collaborative Initiatives that are responsive to some of the most pressing issues in our region. In partnership with more than 70 nonprofit and community partners, ACAM is working to address housing stability, food security, benefits application assistance, eligibility for citizenship, nonprofit capacity building and more. The pre-award phase includes research/prospecting, developing proposals, and working with internal teams on grant applications. The post-award phase includes project setup, documentation, award management, grant and contract analysis, effort certification, and close-out reporting. Work schedule is in-office Monday through Friday, with some evenings and weekends required.

Essential Job Functions

- Research local, state, and national funding prospects through colleagues, directories, databases, and internet research.
- Communicate effectively with diverse audiences about the organization's work, programs, priorities, innovations, history, mission, and results to identify and align responsive funding opportunities with agency and community needs.
- Create and maintain calendar(s) to establish priorities and target dates to reliably meet application, reporting, contractual, programmatic, and other deadlines.

- Coordinate and collect required information with external and internal stakeholders; provide regular status updates for meetings and reports.
- Drafts, revises, and produces high-quality proposals and reports using templates and following proposal-writing standards including readability, consistency, and tone.
- Assembles information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Draft content related to grants and contracts for general external communications such as newsletter articles, blog posts, and social media content.
- Assist with database management; pull reports to meet various funder queries.
- Prepare presentations with compelling narrative and data visualization techniques.
- Produces positive proposal-writing outcomes by evaluating and re-designing processes, approach, coordination, and templates.
- Accomplishes organizational goals by accepting ownership, working with a team, and exploring opportunities to add value to the organization.
- Supports the Development Department with preparation of the annual mailing campaign, annual impact reports and fundraising events.
- Represent the ACAM Network at Community Education & Outreach opportunities.
- Other duties as assigned by the Resource & Program Development Director.

Education/Training

- REQUIRED: 3-5 years of relevant experience grant and report writing prospect research, general fundraising or comparable and transferable skills acquired in a professional setting
- REQUIRED: Bachelor's degree in Communications, Journalism, Media, Non-Profit Management, or related field. Masters preferred.
- Experience in nonprofit or human services setting is a plus.

Experience and Qualifications

- Excellent interpersonal skills with a demonstrated history of writing successful grant proposals.
- Strong critical thinking and problem-solving skills; ability to engage in strategic planning and process improvement.
- Strong entrepreneurial attitude, including a drive for results and proven ability to stay focused on goals; ability to prioritize competing priorities and meet deadlines.
- Strong organizational skills, ability to follow processes and attention to detail.
- Strong written communication and presentation skills, together with the ability to work collaboratively and courteously with external partners.
Advanced proficiency, including but not limited to Microsoft Office, Google G-Suite, social media, graphic design, and database applications.
- Experience working in a fast paced, quick turnaround environment.
- High professional and ethical standards for handling confidential information.

Compensation

- \$60,000 - \$70,000per year
- Medical, dental, and vision plans; SEP-IRA retirement plan after six months. Paid holidays



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and PTO.

Equal Opportunity Employer

ACAM is an Equal Opportunity Employer. The Board of Directors and its agents, officers and staff members shall not discriminate based on gender, race, disabling condition, age, color, religion, national origin, military status, or any other legally protected status outlined by federal, state, or local laws in making decisions regarding staff members or volunteers.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. ACAM makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Candidates must successfully pass a comprehensive pre-employment background check.

To apply, please send a cover letter, résumé and two writing samples to Bren Gorman, Resource & Program Development Director, at bgorman@acamweb.org.