TITLE: Grants Manager

SUMMARY OF JOB DESCRIPTION:

Grants Manager will oversee the fiscal, administrative and reporting requirements for all grants, sponsorships and other fundraising activities at Eagle County Schools. The Grants Manager will work directly with the Director of Fund Development to provide accountability and responsiveness to public and private funders and donors. The Grants Manager will also work with the Business Services Department in ensuring timely import of budgetary data for accountability and reporting purposes. The Grants Manager will provide support to all fundraising activities within the Department.

SUPERVISED BY: Director of Fund Development, Office of the Superintendent

ESSENTIAL JOB ELEMENTS:

Coordination & Accountability

1. Maintain Grant Accounting spreadsheets to assist in import of all budgetary data
2. Develop Grant Management process to oversee timelines for reporting and other accountability measures
3. Track grant expenditures relative to projected timeline and budget
4. Develop process to Assist Project Directors of Grants in reporting budgetary information
5. Assist Project Directors of Grants in submitting reports according to timeline
6. Create routine reports to convey progress to Department Director and Superintendent
7. Create project manual detailing procedures and policy regarding the Grants Management process

Grant Writing and Fundraising

1. Provide support for Contact/ Customer Relations Database for fundraising purposes
2. Facilitate communication with sponsors, funders and other ECS staff in relation to fundraising activities
3. Support Grant Writing activities to meet timelines
4. Facilitate collaborative relationships with other local organizations and agencies
5. Provide additional assistance to Director of Fund Development in fundraising activities as needed

CONTACTS:
ECS District Leadership and other ECS staff
Current or potential funders or sponsors
Relevant stakeholders and influentials

QUALIFICATIONS:

- Relevant degree or experience required.
- Experience in project management and/or program development.
- High-level skills in communication, organization, and budgeting

WORKING CONDITIONS:

- Analyzing
- Communicating
- Comparing
- Compiling
- Computing
- Coordinating
- Far acuity
- Handling Hearing
- Instructing
- Interpersonal skills
- Light lifting to 20 lb.
- Near acuity
- Negotiating
- Reaching
- Synthesizing
- Talking