



Grants Manager

Position Description

This is an hourly, heavy-part-time position averaging 32 hours per week, with occasional over-time possible. The Cluster is willing to make a commitment to minimum hours for this position; it could transition into full-time. Some remote work is possible after the candidate is successfully oriented to the organization. The position will require frequent interaction with other staff including, but not limited to, program services, finance, and other managers. Off-site work will have to accommodate sufficient on-site interaction as to remain fully informed on programs and activities.

The primary responsibilities will include grant research, grant writing, grant submissions, grant reporting, and supporting grant billing activities as needed. It will be important to learn the Cluster departments and programs so as to be able to match funder criteria to Cluster programs. There will be some administrative activities which are necessary to maintain adequate files for grant tracking and reporting.

This person will be included in the management team and as such there will be occasional meetings and events outside of business hours, though they are not extensive. The grants manager will coordinate submission of both private and government grants, and report to the executive director.

Qualifications

An understanding of nonprofit fundraising work is important. Experience with HUD grants is a plus. Competence in the Microsoft Office Suite is required. Some experience with database work is a beneficial, and Excel spreadsheets. Time will be allocated to learn the work of the Cluster and ongoing professional development will be made available. Some college is preferred. A writing test may be included in the interview process.

It is imperative that the candidate be able to maintain confidentiality. It will be important to be able to work independently while coordinating with other staff, as needed. Organizational skills and attention to detail are critical. The Cluster has a commitment to diversity, equity, and inclusion, and all staff members must be willing to embrace this as an organizational priority. A valid driver's license is necessary.

Interested persons should e-mail the executive director at jgood@pottstowncluster.org with a brief cover letter and resume, putting the job title in the subject line. The Cluster expects to pay \$30 per hour. Health insurance is available with a modest premium co-pay, there is paid time off and paid holidays.