



The Early Childhood Partnership of Adams County Manager of Grants and Funding

Job Title: Manager of Grants and Funding

Reports to: Executive Director

FLSA Status: Exempt

FTE: .75 FTE

Salary Range: \$45,250 - \$53,500

The salary offered will be based on the applicant's ability to meet requirements and preferences listed below.

Benefits: Employee Life, Health, Dental, and Disability Insurance as established annually and Sick Leave, Vacation Leave, Wellness Leave, and Holidays as established annually through Personnel Policies. Contribution to SIMPLE IRA. Contributions to family health and dental are available.

Overall Statement of Responsibility:

The Manager of Grants and Funding is charged with oversight of ECPAC's grant portfolio coordinating grant strategies, authoring and reviewing grant proposals and reports, and oversight of prospect research. The Manager of Grants and Funding is responsible for the research, preparation, review, and completion of grant proposals for a variety of funding streams including foundation grants, corporate giving, and government grants. This position also cultivates ECPAC's individual donor base and supports evaluation efforts to demonstrate impact. This position is part of the organizations Administrative/Leadership Team. This is a hybrid position with at least 1 day in the office per week expected.

Essential Duties and Responsibilities:

Grants Management (primary responsibility):

- Collaborate with ECPAC leadership to establish funding priorities. Identify new potential sources of funding by researching diverse funding partners that align with identified priorities.
- Facilitate cross-team collaboration (i.e., establish target dates for information gathering, writing, review, and approval of content) to inform timely submissions of funding proposals.
- Assemble proposal components including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, program budget, and standards of performance in accordance with funder requirements.
- Prepare proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals.
- With input from the Administrative/Leadership Team and other colleagues, develop and submit compelling letters of inquiry and full proposals.
- Maintain quality results by following proposal writing standards including readability, consistency, and tone. Obtain approvals by reviewing proposal with the Executive Director and Board of Directors (as necessary).
- Co-lead, in conjunction with finance staff, the monitoring of program/grant spending to ensure alignment with grant funding purposes and deadlines.
- Manage budget revision and/or amendment requirements with funders.
- Write and submit reports to funders that demonstrate impact.

Evaluation Duties

- Work with the Program Directors/Managers to set forth required data and evaluation needed for grant deliverables and overall programming quality. Update existing evaluation plan annually.
- Support the Directors/Managers to ensure timely and accurate data exists for grant reporting.
- Support analysis of data toward short- and long-term outcomes.

Development Duties

- Work with the Administrative/Leadership Team to build a larger donor base. Build relationships with prospective individual and business donors.
- Write, revise and edit drafts including executive summaries, conclusions and organization credentials for public facing purposes/events.
- Support leadership activities to guide ECPAC's strategic visioning and plan, and review and revision of organizational policies.

Qualifications / Skills:

- At least 3 years of experience writing grant proposals and reporting for non-profit organizations.
- Superb written and verbal communication skills. Superior analytical, research, editing, verbal, and project management skills. Ability to learn appropriate levels of information about the broad range of ECPAC's activities and goals to synthesize complex ideas into compelling proposals that resonate with funders.
- Experience with budget development and monitoring and use of Excel
- Demonstrated relationship-building skills and approach.
- Ability to understand and align the needs and requirements of ECPAC.
- Excellent organizational and time management skills; ability to work to deadlines.
- Ability to understand and execute complex instructions.

Preferred Qualifications/Skills (NOT REQUIRED):

- BA/BS or MA/MS Degree in English, Journalism, Communications, Business Administration, Social Work or a related field.
- At least 1 year of experience of data analysis and evaluation with evidence of data gathering and analysis techniques
- At least 1 year of experience with fundraising and building donor relationships.

Physical requirements and working conditions:

- Work in an office environment using computer for periods of time throughout a 30 hours a week.
- Ability to lift/push/pull/carry various objects of 10 – 20 pounds occasionally.
- Ability to reach to shoulder level and above.
- Ability to bend at hips and knees.
- Drive/Commute to various distances in all types of weather conditions. Travel is expected at about 20 miles or less per month and long-distance travel is rarely expected.

To apply:

Please submit a cover letter and resume to careers@ecpac.org.

Additional Information:

ECPAC participates in E-Verify and will provide the federal government with your Form I-9 information to confirm you are authorized to work in the U.S. ECPAC will only use E-Verify once you have accepted a job

offer and completed the Form I-9. ECPAC will not discriminate based upon race, color, religion, sex, sexual orientation, gender identity, or national origin and abides by affirmative action to ensure equality of opportunity in all aspects of employment. Applicants are protected from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. Qualified individuals with disabilities are protected from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification referral, and other aspects of employment. ECPAC will take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment. ECPAC abides by affirmative action to recruit, employ and advance in employment, disabled veterans, recently separated veterans, active-duty wartime or campaign badge veterans, or Armed Forces service medal veterans. ECPAC strives to have a diverse staff that represents the community we work with. We strongly encourage people from Adams County who identify as a person representative of the diverse race and cultures to apply.

The Early Childhood Partnership of Adams County (ECPAC), a 501(c)(3) founded in 2004, is the official Early Childhood Council serving **Adams County**. Our mission is to build a community where *every young child and their family can reach their full potential*. Through legislation, ECPAC is charged to enhance the system serving young children by improving **equitable access** to affordable, high-quality services in early learning, health/mental health, and family support and education. ECPAC serves Adams County children and families through two main strategies: 1) leading and engaging in partnership-driven policy and systems change, and 2) providing direct services to support early learning programs (through quality improvement coaching, early childhood mental health consultation, and now career navigation) and families (through care navigation/classes).