



Holy Family Institute Grant Manager

Reports to: Executive Vice President of Philanthropy

Hours: FT Position – 40 hours per week, exempt, must be able to work weekends or weeknights as needed

MISSION AND NEED: Holy Family Institute (HFI) is a 120-year-old Catholic organization with an impeccable history of serving children and families in the Pittsburgh Region. We are one of Pittsburgh's largest social service organizations operating 15 programs in three counties. We are an independent organization guided by Catholic Social Teachings and serving people of all faiths and backgrounds.

Please Note: Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.

General Statement of Duties: The Grants Manager is responsible for leading efforts to meet grant-related targets within annual and multi-annual fundraising campaigns. This position is familiar with local, regional, and national funding opportunities and excels at developing grant proposals that align the needs of the agency with the priorities of external supporters. This person serves as the primary grant writer, manages funder relationships in partnership with executive leadership, engages in compliance reporting, and supports special project and campaign initiatives. This position requires strong writing, data analysis, program budgeting and project management skills, and an understanding of logic models and outcome measurement.

Essential Functions:

1. Regularly meets with program staff and executive leadership to identify emerging organizational needs, suggest funding partners/opportunities, and propose strategies for soliciting grants from both new and current funders
2. Prepares, reviews, and submits high-quality grant proposals to foundation, corporate, and government funding opportunities in order to maintain current funders and expand the agency's grant portfolio
3. Researches and reviews new funding opportunities, develops effective grant solicitation strategies, and performs initial outreach to new funders
4. Stewards relationships with present and future foundation/corporate funders through regular written updates, timely submission of reports, and informative outreach and communication

5. Schedules appointments for key HFI leadership with foundation officers and other prospects, and arranges for onsite tours as needed to showcase HFI programs
6. Collaborates with administrative, finance, HR, and agency program staff to gather/develop effective logic models, budgets, job descriptions, project timelines and other required corroborating documentation for grant submissions
7. Heads internal kick-off meetings for all new grants to share timelines, budgets, and deliverables with responsible departments
8. Regularly reviews grant calendar to track all funding opportunities, deliverables, deadlines, contacts, and key programming initiatives
9. Prepares reports as requested for executive leadership and boards regarding grant-seeking progress
10. Tracks grant and funder activity in Raiser's Edge donor database
11. Monitors expenditures, timelines, and project status and reviews all interim/final grant reports to ensure that the desired objectives have been achieved
12. Maintains key reference libraries, including prospect lists, grant portal login information, research/reports, "boilerplate" grant language, and template designs cover letters, grant applications, financial reports, and other pertinent documents
13. Participates in professional development activities to enhance knowledge and skills, including subscribing to and reading fundraising periodicals, journals, and e-newsletters, and attends professional development conferences and other related activities
14. Develops understanding of institutional history as related to mission and programs
15. Participates in training for various development applications as required for this position
16. Takes initiative and completes assigned tasks in a timely and efficient manner
17. Works effectively with other members of the Development Office
18. Participates in agency or department projects and other duties as assigned by management

Minimum Requirements

Bachelor's degree preferred, but not required. 5 or more years' experience in successful grant seeking with a non-profit organization required. Must have exceptional organizational, written, and verbal communication skills. Must have a high degree of proficiency with online grant applications and logic model, Windows, MS Word, PowerPoint, Excel, and donor management software, plus online research tools. Demonstrated ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices. Excellent math and budgeting skills. Ability to manage key projects concurrently. Ability to communicate effectively with diverse audiences in conversations and through documents and presentations. Ability to work in a team and independently. Must obtain Act 33/34 and FBI clearances. EOE.

COMMITMENT TO SOCIAL JUSTICE

Holy Family Institute and its affiliated organizations are committed to an environment that respects and values every human being and individual differences. We will invest time and resources to create an inclusive environment for all of our stakeholders. This means we will respect diversity that includes race, ethnicity, gender, socioeconomic status, education, disability, language, and sexual orientation. We also believe that we should be "Faithful Listeners" and embrace diversity of ideas, perspectives, and values. We believe in providing access, opportunity, fair treatment, and advancement for all people. Believing that "God is Found in Everyday Activities" we will do our best to eliminate barriers that prevent full participation in our programs and services. We believe "Loving Relationships" means that all are welcome, all are neighbors, and there are no exceptions. With this belief we aim to create an environment in which any individual or group can feel welcomed, respected, supportive, and valued.

Holy Family Institute is an Equal Opportunity Employer