



POSITION ANNOUNCEMENT
Grants Management Specialist
August 22, 2023

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking a **Grants Management Specialist** to prepare grant proposals to secure program funding, complete required grant reporting and manage secured grants to ensure Agency accountability to funding sources, the board and other constituents. **THIS IS A 30 HOUR PER WEEK POSITION.**

Responsibilities:

1. Prepare grant proposals to foundations, corporations and government sources
2. Manage secured grant funding by:
 - Preparing staff allocations, expenditure and income budgets
 - Setting up reporting submission dates
 - Communicating outcome tracking requirements to program staff
3. Prepare required grant reports to include
 - Data collection for goals, outcomes, outputs and demographics
 - Preparing narrative reports
4. Research and identify new funding sources to support Family Service of the Piedmont programs and operations; Maintain and organize a database of grant opportunities
5. Coordinate outcomes to ensure that funder required outcomes and Agency outcomes are tracked comprehensively. Work with program staff to ensure the accurate collection of grant outcomes for reporting.
6. Assist with managing overall grant budgets by communicating progress with directors, and providing adjustments as needed to funders.
7. Communicate effectively with the G & C Team to ensure accurate/timely grant billing and applicable reporting submissions.
8. Maintain professional and technical knowledge by attending educational meetings and workshops, reviewing professional publications, and establishing professional networks.
9. Provide support to other functions of the Grants and Contracts Department and the Agency as needed.

Qualifications:

1. The ability to respond appropriately to the cultural differences present among the organization's service population and staff.
2. Ability to work in partnership with staff including communicating upcoming deadlines, grant requirements and grant budget status.
3. Ability to read, analyze and summarize grant applications, NOFOs, and RFPs
4. Ability to work independently and multi-task
5. Ability to manage and meet multiple deadlines
6. Superior organizational skills and attention to detail
7. Excellent Written and Verbal Communication Skills
8. Proficiency with Microsoft Office Suite, particularly Word and Excel
9. Bachelor's degree required
10. Previous grant writing/grant management experience required

Send resume and letter, along with one grant related writing sample, to:

Becky.hunt@fspcares.org OR

Human Resources

Family Service of the Piedmont

902 Bonner Drive

Jamestown, NC 27282

FAMILY SERVICE OF THE PIEDMONT IS AN EQUAL OPPORTUNITY EMPLOYER