

Grants Administrator and Relationship Manager

Who Are We?

The SC Center for Fathers and Families (Center) is a faith-based nonprofit that works to end father absence through educational programming, wraparound services, research and advocacy. For more than 20 years, we have created stronger, safer, and more prosperous families and communities by reengaging fathers with their children as a means to improve overall childhood well-being and reduce poverty. We are the voice for fathers in South Carolina and lead one of the nation's largest and most experienced networks of community-based organizations providing men with the tools and resources they need to be great dads. Our Center office is in Columbia, SC, and we have a network of six fatherhood organizations across the state.

What Would I Do Every day?

The Grants Administrator and Relationship Manager is a critical position within the development infrastructure. In this position, you will facilitate research, ensure alignment of grantor and Center mission, and work closely with the grant writer to ensure proper vetting and proposal development. To ensure integrity and accountability of grant implementation, you will collaborate with Center leadership to guarantee the seamless, integrated coordination among staff at the Center for the life cycle of assigned grants through project completion and will work in tandem with key program, finance, evaluation and development staff. While several individuals within the Center are involved in a variety of activities associated with each grant, you will provide coordination and planning for the submission and reporting on assigned grants as well as stewardship of the grantors.

The Grants Administrator and Relationship Manager will:

- Facilitate research on potential funding sources from private and corporate foundation sectors, including national prospects and government agencies; compile and disseminate information relative to current and future grant opportunities; interact with respective leadership, program and development staff to make submission decisions and monitor related actions and deadlines.
- Serve as the main point of contact for coordination with lead and support grant writers or contractors.
- Collaborate with respective finance, development, program, communication, and other colleagues at the Center and local organizational level, manage proposal development process including conception, assignment of pre-proposal or proposal development duties, ensure proper review, final approval and submission.
- Ensure grants are celebrated, communicated and initiated upon receipt of awards. Monitor all grants, project tracking and management to ensure key program tasks are completed in a timely manner and in accordance with the proposal. Works with Director of Evaluation to ensure proper data collection as required by the funder.
- Identifies problematic areas and alerts appropriate staff for intervention and corrective action.
- Prepare narrative reports, coordinates financial reports with the Director of Finance and ensures timely submission.
- Actively steward funders and respond to funder requests (unless there is an assigned project manager).
- Collaborate with communications team to ensure grant awards are shared and promoted across the state and with targeted stakeholders noting impact and significance of each investment.
- Work with leadership to assess grant success and potential growth and scalability or course correction for future grants
- Perform other duties and responsibilities as requested with a professional, positive attitude and team spirit.

Our Ideal Candidate Will Have:

- Bachelor's degree in business, policy, social work, public health, or other related fields with a minimum of five (5) years of experience in grants development and coordination.
- Experience in writing highly competitive proposals in a fast-paced environment that clearly articulates the need for funding – be it continued/new and restricted/unrestricted –as well as the significance of the program/function for submission to local/regional/national private foundations, corporations, and public agencies.
- Knowledge of and experience in all facets of grants management work, including proposal development, budget development, familiarity with online applications and administration of grants.
- Embody a solid understanding of budgets as they relate to proposals and grants.
- Exhibit excellent written and verbal communication skills with ability to transform ideas into text.
- Proficient in research, interpretation, and data analysis.

- Possesses intellectual curiosity; sleuths for outside-the-box opportunities, asks questions in order to learn, understand, and recommends solutions.
- Be a critical thinker, well-organized, and detail-oriented; demonstrated ability to be proactive and take initiative; work both independently and in a team setting; prioritize and manage multiple tasks.
- Have good judgment, empathy, adaptability and level-headed attitude; demonstrate proficient or expert interpersonal skills when interacting with team members; be assertive and persuasive when necessary while maintaining positive and productive relationships.
- Have proficiency in software platforms and systems, including but not limited to the full suite of Microsoft products and the Blackbaud suite of products; Foundation Center Online, Instrumentl, SharePoint, Trello, and Zoom.

Other Requirements:

- Knowledge and commitment to the mission, focus, and vision of the Center and an understanding and commitment to upholding the ministry of the Sisters of Charity of St. Augustine.
- Some travel
- Flexible hours-some evenings and weekends

Compensation:

The position will be full-time (40 hours/week and may require flexibility) with benefits. Salary commensurate with experience.

To apply, submit your cover letter and resume to Kiki Ealey at kealey@scfathersandfamilies.com.