



Do you:

- Support building an anti-hunger movement in Colorado?
- Enjoy building relationships with foundations and partner agencies?
- Enjoy working as a part of a team?
- Love writing compelling narratives from an idea and making a vision come to life?
- Approach your work with a racial equity lens?

Metro Caring, Colorado's leading anti-hunger organization, is accepting applications for a Grants and Foundations Relations Manager to join the Development team. The Grants and Foundations Relations Manager is responsible for managing all aspects of Metro Caring's grants program. In addition, as a member of the Development Team, they also serve as a liaison for Metro Caring to identify funding opportunities, establish relationships with funders, and increase financial support through foundation and corporate proposals. This position oversees the forecasting, writing, processing, and reporting of both prospective and awarded government and foundation grants, and is responsible for overseeing a funding portfolio of \$750K - \$1M annually.

While training and onboarding will be provided, we are interested in applicants who have some of the following skills, abilities, and experience:

- Grants research, analysis, reporting, compliance and accurate processing of grants program requirements
- Management of grants teams, processes and procedures, and database.
- Relationship building and stewardship across a diverse set of internal and external partners.

To apply, please submit a resume and cover letter to job@metrocaring.org with "Metro Caring Grants and Foundation Relations Manager" in the subject line, and title your documents "First Name_Last Name_GFRM". Please use your cover letter to communicate why you are excited to work to help build an anti-hunger movement in Colorado, highlight any experience you have in grant writing and management, and highlight any of the above skills, abilities, and experience above that you have. This position will be filled on an ongoing basis. Applications will be accepted until positions are filled; however, priority will be given to those applicants who submit their materials before 5:00 PM MT on December 10, 2021.

Incomplete applications will not be considered.

POSITION TITLE: Grants & Foundation Relations Manager

REPORTING TO: Metro Caring Senior Manager of Development

LOCATION: The Metro Caring office is located at 1100 E 18th Ave, Denver, CO 80218. Onboarding and training will take place at the office. This position will be expected to work from our office two or more days per week unless public health and safety guideline dictate otherwise.

STARTING DATE: No earlier than December 31, 2021. We are committed to finding the right addition to our amazing team.

COMPENSATION: \$55,000 - \$70,000, full time, nonexempt annual salary. Metro Caring offers a fulfilling workplace and comprehensive benefits package, including: joining a diverse, passionate, enthusiastic and collaborative team; annual professional development options, 120 hours per year of paid time off; paid sick leave; paid holidays; 401K retirement plan with a 5 percent employer-paid match; and competitive employee health, dental, short-term disability and family leave plans.

REQUIRED QUALIFICATIONS/SKILLS/ABILITIES

- 5+ years previous experience working with grants and grant writing
- Demonstrated understanding of the non-profit sector
- Ability to effectively manage the communication of timelines, processes, and team roles throughout the proposal submission process.
- Ability to work independently, set priorities, and complete work timely and accurately
- Proficient with Microsoft Excel
- Excellent communication skills – written and oral
- Ability to problem-solve creatively
- Excellent administrative and organizational skills and able to manage multiple concurrent projects
- Knowledgeable about and committed to the mission of Metro Caring
- Baseline understanding of the systemic racial and social inequities that Metro Caring programs seek to solve for
- Previous management or supervisory experience preferred
- Experience working with databases, Salesforce preferred
- Strong accounting and finance skills
- Demonstrated understanding of future funding trends including Trust Based Philanthropy, Impact Investments, PRIs, and tandem or hybrid NPO enterprise models
- Ability to communicate an equity-based framework showcasing Metro Caring's values in proposals and written material

The Metro Caring Grants and Foundation Relations Manager duties include:

- Ensure that grant portfolio adheres to the organization's goals, growth strategy, annual strategic vision, and budget
 - Collaborate across teams to manage all funding opportunities and ensure that all funding goals are met
 - Actively seek and qualify new sources of private, corporate, federal, and foundation support for specific projects and programs
 - Develop, implement, and manage annual grants plan, including strategic grants planning, tracking, timeline, grants calendar, and revenue projections
 - Gather statistics, community stories, accomplishments, challenges, and other data from team members to include in grant proposals
 - Work with Senior Managers to create and manage funding
- Act as a principal point of contact for foundation relationships and the grants program process
 - Identify, cultivate, solicit and steward portfolio of foundation relationships
 - Provide any material required for donor proposals, reports and communications
 - Work with the finance and development departments to track and manage restricted grants on a quarterly basis
 - Reconcile grants application with finance department, adhering to the end of the month processing schedule
 - Work with finance department to ensure that the process of tracking restrictions is documented and communicated
 - Work with finance team to ensure that grants are finalized and paid in a timely manner
 - Schedule meetings, site visits, and communication with foundation partners
 - Own the foundation site visit experience and engage additional staff, as appropriate
- Manage the data integrity and control of the grants program
 - Maintain accuracy and integrity of grants information in Salesforce
 - Track budgets in Excel
 - Track submissions, approvals, rejections; track restricted and non-restricted grant awards
 - Track program funding and grant-related program requests
 - Create and analyze quarterly grants reports
 - Maintain master grants calendar

- Stay informed and communicate any funder changes for approved grants
- Create annual grants plan
- Provide research and analytics of the grants program (ie. geographic, thematic, trends, opportunities, etc)
- **Oversee the work of the grant team**
 - Logistic coordination for the grants team including maintaining deadlines and driving the narrative and vision of the grant report
 - Regularly meet with Senior Managers and teams with existing funding to discuss new and current funding opportunities, proposals, reports, and funder communication
 - Communicate grant terms to department teams and ensure that teams understand grant expectations
 - Regularly check-in on the progress and results of a grant with programs team
 - Work with all grant team members to ensure strong and effective communication across teams
 - Responsible for recommending ongoing process improvements
 - Maintain a deep understanding of the organization budget and expenses to lead funding conversations
 - Other duties as assigned

Culture of Engagement

- Attend weekly team meetings and monthly all-staff meetings/retreats
- Attend at least one volunteer gathering per week and meet and greet volunteers
- Articulate and model Metro Caring's values amongst staff, volunteers and others in the Metro Caring community

The Metro Caring Grants and Foundations Relations Manager must be self-motivated, with strong communication and organizational skills. They must be able to keep composure in a stressful environment and possess the ability to juggle multiple priorities and projects and meet deadlines under pressure. They must have a desire to learn on the job and meet any challenge with a positive attitude with the ability to hold yourself and others accountable for reaching goals.

Applicants must have reliable transportation. Relocation costs are not covered by Metro Caring.

Metro Caring is an equal opportunity employer. The organization is dedicated to the goal of building a diverse staff and we encourage applications from qualified individuals of all backgrounds. Black, Indigenous, and people of color (BIPOC), veterans, women, first generation Americans, and those that identify as LGBTQ are strongly encouraged to apply.