



Grants Manager

Job Description

TITLE: Grants Manager
REPORTS TO: Director of Philanthropy & Membership
CLASSIFICATION: Full-Time / Salaried / Exempt

JOB SUMMARY:

The Grants Manager primary responsibility is to develop, cultivate, and steward corporate, foundation, and governmental relationships, while supporting the greater development goals of Bok Tower Gardens. The scope of responsibilities includes corporate partnerships, foundation relations, sponsorships, grant administration, and related development services and donor relations programs. The Grants Manager will develop grant applications and proposals focused on shaping a sustainable tradition of strong mutually beneficial partnerships with corporations, foundations, and governmental funders. This position works cross-departmentally to achieve successful fundraising and to nurture a culture of philanthropic support.

ESSENTIAL DUTIES AND RESPONSIBILITIES: reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Prepare proposals, grant applications to corporations, foundations, and governmental agencies and administer subsequent funding awards.
- Develop and manage corporate partner relationships leading to support and/or sponsorships.
- Prepare and coordinate stewardship activities including acknowledgements, receipts, impact reports, endowed fund reports and annual reports as needed.
- Coordinate/plan engagement and stewardship events.
- Coordinate gifts for tribute benches and other garden features.

SUPERVISORY RESPONSIBILITIES:

Supervise departmental volunteers and provide direction, development, and leadership.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of sales, development, and/or fundraising concepts and appropriate solicitation techniques.
- Strong interpersonal/human relations skills utilizing diplomacy and tact.
- Strong verbal and professional written communication skills.
- Demonstrate marketing and presentation skills.
- Ability to perform multiple tasks with effective time management and organizational skills.
- Ability to provide direction and motivation to others through communication, modeling appropriate behavior, optimism and high achievement.
- Ability to work both independently and within a team environment.
- Ability to adapt and respond to various situations.
- Ability to maintain high level of confidentiality.
- Willingness and ability to travel and to work nights and weekends, as required.

MINIMUM QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge, skill, and/or ability, as well as competencies, required.

EDUCATION AND EXPERIENCE

- Bachelor's degree at an accredited college or university or equivalent work experience.
- Experience in the nonprofit sector including fundraising and development, grant writing, and program management.

KNOWLEDGE, SKILLS, AND ABILITIES

- Fundraising and development techniques including moves management
- Proposal and/or Grant writing and administration
- Strong organizational skills, project management experience preferred
- Knowledge of CRM systems, Blackbaud, Altru system is a plus.
- General office software, particularly the Microsoft Office Suite including Word, PowerPoint, Outlook and Excel.
- Recognize and be responsive to the needs of all stakeholders including donors, partners, visitors and staff.
- Management of volunteers including scheduling, coaching for performance and evaluations.

COMPETENCIES - To perform the job successfully, an individual should demonstrate the following competencies

Emotional Intelligence - Is able to accurately identify, understand and manage one's own emotional reactions and the emotions of others in order to relate, establish interaction, solve problems and engage in mutually successful experience. It involves the ability to regulate one's emotions, to use them to make good decisions, to act effectively and to interact with other people in constructive ways. Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.

People Focus - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Integrity and Trust - Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

Learning Agility - Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyzes both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure of anything.

Approachability - Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.

Managing Diversity - Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.

Informing - Provides the information people needed to know to do their jobs and to feel good about being a member of the team, unit, and/or the organization; provides individuals information so that they can make accurate decisions; is timely with information.

Managing & Measuring Work - Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work

Sets Others for Success - Creates a climate in which people want to do their best; can motivate many kinds of direct reports and team or project members; can assess each person's hot button and use it to get the best out of him/her; pushes tasks and decisions down; empowers others; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important; is someone people like working for and with.

Organizing & Managing Time Use - Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities. Can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently.

Problem Solving - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

Self Knowledge - Knows personal strengths, weaknesses opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism; isn't defensive; is receptive to talking about shortcomings looks forward to balanced (+s and -s) performance reviews and career discussions.

Drive for Results - Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.

Written Communications - Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have desired effect.

WORKING CONDITIONS:

- Flexible work schedule including evenings, weekends, and holidays as needed.
- Frequent local travel is required.
- Continuous communication with management team, volunteers, sponsors, partners, donors and other stakeholders.
- Prolonged periods of continuous standing, sitting, or walking; occasional stooping, bending, reaching or light lifting (up to 25 lbs.).

JOB ANALYSIS ACTIVITY CODES:

Activity Level: A Physical Level: C, D, E, G, I, L, M, N, O, P, Q, R, S Mental Level: A, B, C, D, E, F

Working Conditions: L

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Bok Tower Gardens (BTG) is a Drug-Free workplace and an Equal Opportunity Employer – M/F/Vets/Disabled. We base all aspects of employment including the decision to hire, promote, discipline, or discharge, on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

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