



Grant Manager

We are seeking a Grant Manager to join our team. Are you a task juggler who prefers a work atmosphere that is fast-paced with multiple urgent priorities and deadlines? Do you enjoy a team-driven environment that allows you to help others while adhering to established policies and procedures? If you possess strong attention to detail skills, then you should apply for this Grant and Compliance Manager opening.

Duties:

Manage all aspects of the grant process, securing long-term financial and program support from government, public and private sources, including the process of research, grant writing, compliance reporting, assembling and maintaining contracts, and correspondence with funding sources. Also involves interaction with funders as well as a high degree of interdepartmental communication and team effort. Assists with program development and evaluation processes.

Essential Functions

THAW Knowledge

Acquire and maintain sound knowledge and understanding of the overall mission and work of the organization, and use that knowledge and understanding to comprehend better all projects and programs for which grants will be sought.

Research

Research, monitor and identify prospective public and private organizations and agencies, along with government funding opportunities, analyze for the likelihood of funding for projects in alignment with THAW's strategic plan initiatives.

Meet with Program Directors regularly to report grant opportunities, the status of grant applications and awards, and grant reporting deadlines and requirements.

Grant Writing

Compile, write, and edit grant applications exhibiting strong writing skills and a high-level command of grammar and spelling.

Collaborate with colleagues to solicit feedback, ensure completion, coordinate the submission of all grant applications and required documentation with THAW team members by deadline dates.



Keep in contact with grantors during their review of a submitted grant application to supply additional supportive material as needed.

Coordinate and oversee special initiatives for grant consideration, such as challenge and matching funding.

Compliance and Reporting

Prepare and maintain grant records; develop, maintain, and share a comprehensive annual grants calendar that establishes target dates for information gathering, writing, review, approval, transmittal, and reporting.

Partner with Program and Operations leaders/staff to ensure compliance with the rules and regulations administered by the grantor; oversee special audits conducted by the grantor.

Proactively gather and document feedback from state funders; share with Program and Operations Department leaders to support compliance, training, and continuous improvement efforts.

Knowledge, Skills, and Abilities

- Demonstrate passion and advocate for THAW's vision and mission, and experience working with and desire to support vulnerable populations.
- Proficient in Raiser's Edge, Salesforce, Fluxx, Oracle, and Microsoft and Adobe products preferred.
- Possess expertise in interpreting complex and technical grant funding requirements, submissions, and budget projections.
- Adept at interpreting federal, state, and local government laws and regulations regarding grant administration.
- Proficiently and effectively communicate across a broad spectrum of stakeholders, including staff, both orally and in writing required.
- Possess excellent problem-solving skills and the ability to exercise sound judgment.
- High ethical standards.
- Work occasional evenings and weekends, as needed, to ensure timely project completion.
- Seek out information and answers to inform an approach, obtain recommendations, and conduct discussions with others.
- Conduct upfront planning and anticipate questions and what will be needed to complete



assignments effectively.

- Exhibit an active interest in what and how THAW delivers current and new services by leveraging THAW documents, relevant information gained from others, and individual research.
- Ability to build, lead, maintain, and leverage partnerships with internal co-workers and external stakeholders.

Education

- Bachelor's degree

Experience

- Minimum of 5 years experience in the nonprofit business sector
- Minimum 3-5 years experience as a grant writer/manager
- Experience writing grants and managing funders' grant cycles, including preparing reporting documentation, monitoring budget, and program as required by the grantor.
- Experience with grant and financial data reconciliation and preparation for an annual audit.
- Database management and Raiser's Edge experience are highly preferred.

Mission

The Heat and Warmth Fund (THAW) is stabilizing and empowering Michigan families, keeping them healthy, safe, and warm.

THAW, an independent 501(c)(3) nonprofit organization, distributes assistance to vulnerable Michigan residents through 39 agency partners and a series of annual mobile processing events. The number of households that need utility assistance continues to grow each year. Last year THAW distributed more than \$15 million in utility assistance to nearly 18,000 Michigan households.

Since its inception in 1985, THAW has distributed \$213 million in assistance to nearly 300,000 Michigan households

The Heat and Warmth Fund (THAW) is an equal opportunity employer. THAW does not discriminate on the basis of race/color/religion/sex/national origin/veteran/disability/age/sexual orientation/gender identity or any other characteristic protected by law.