



Campaign For Working Families, Inc. Job Description

Job Title:	Grants Manager	Last Updated:	December 2022
Department:	All	Primary Manager:	Chief Program Officer
DOL Status	Full-Time	FLSA Exemption:	Exempt

Overview Campaign For Working Families

The Campaign for Working Families, Inc. (CWF) facilitates expanded income security to low and moderate wage earners in the Philadelphia and Southern New Jersey regions by increasing their access to the Earned Income Tax Credit (EITC) and other federal credits, low-cost financial services, and products and public benefits. During the tax season, the Campaign operates many VITA (Volunteer Income Tax Assistance) tax sites throughout Philadelphia and Southern New Jersey, supported by volunteer tax preparers that provide free tax preparation services for low and moderate-income families and individuals. Additionally, CWF will be providing unemployment assistance to those seeking unemployment benefits, while working to connect the unemployed with workforce access and opportunities.

Position Summary

The Grants Manager will be responsible for identifying, writing, and submitting grant proposals to state and government agencies, private foundations, and other resources. They will also be responsible for managing and reporting on existing grants. This manager will develop and implement a comprehensive strategy for funding that will lead Campaign for Working Families in increasing its revenue and overall financial standing. The ideal candidate will have excellent writing and research skills, as well as experience with grant writing and management. The director will be highly organized and detail-oriented, with the ability to meet deadlines. They will also have strong interpersonal and communication skills, with the ability to build relationships with internal staff and external stakeholders.

Essential Functions

- Secure grant funding from government agencies, foundations, and other funding sources.
- Write and submit high-quality proposals in a timely manner, in accordance with guidelines set by the grant funder.
- Work with the CEO and Controller to develop project budgets that accurately reflect the costs of proposed programming and activities.
- Develop and maintain strong relationships with key stakeholders, including funders, partners, and others involved in the grant process.
- Attend conferences and workshops related to grant seeking and fundraising that will position CWF well.
- Serve as the primary point of contact for all inquiries related to grants and donations.
- Maintain accurate and up-to-date records of all grant applications, submissions, and reports.
- Prepare regular reports on the status of grant-funded projects for internal and external audiences.
- Manage a portfolio of active grants, ensuring compliance with all reporting requirements.
- Collaborate with finance staff to ensure that grant expenditures are properly tracked and reported.

Competencies, Knowledge, Skills and Abilities

- Strong technical writing and research skills
- Strong technical skills using state and government databases
- Ability to maintain, track and manage grants and deliverables
- Proficient with Microsoft Office Suite
- Knowledge of auditing polices
- Knowledge of donor agencies
- Excellent people, written and verbal communication skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- Strong strategic planning and analytical skills.

Qualifications (Education and Experience)

- Bachelor's degree in business, nonprofit management, or related field
- 3s+ years professional experience with progressively responsible leadership roles in the grants field
- Demonstrated success in securing government and foundation funding
- Excellent writing, editing, and proofreading skills
- Strong project management skills
- Strong interpersonal and communication skills
- Must be able to effectively manage competing priorities.

Supervisory Responsibilities

None

Other Specialties, Certifications, Physical Requirements, and Work Conditions

- Regular, predictable attendance is required as outlined by Campaign for Working Families
- This position operates in an office setting or works from home and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines
- Exertion of physical strength to lift, carry, push, pull, or otherwise move objects up to 10 pounds. Work involves sitting, walking, and standing is often necessary in carrying out job duties.

Acknowledgement

I acknowledge that I have read and accepted this job description. I understand what is expected of me in this position, and I can perform the essential functions as outlined with or without reasonable accommodation. Furthermore, I understand the duties and responsibilities listed in this job are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. If I have any questions about duties and responsibilities not specified in this job description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resource representative.

Employee Name (Please Print)

Employee Signature

Date