

Status: Full-Time, Salary
Classification: Exempt
Reports to: Director of Finance and Administration

Organizational Profile:

Pridelines Youth Services, Inc. dba Pridelines is a rapidly growing non-profit, 501c3, organization dedicated to supporting, educating and empowering South Florida's lesbian, gay, bisexual, transgender and queer/questioning (LGBTQ) youth and community in safe and diverse spaces to promote dialogue, wellness and to foster social change.

Position Overview:

The Grant Manager will conduct research, assess mission match for available grants, create/assemble grant requests, and represent the agency at grant presentations. This person will be expected to maintain a calendar of submissions and report deadlines. They will be required to prepare timely and accurate reports for awarded grants and contracts. This position reports to the Director of Finance and Administration and works in partnership with program staff and stakeholders to ensure the alignment of grant applications with our organization's mission and vision.

Responsibilities: Primary responsibilities include, but are not limited to the following:

- Research funding opportunities that align with the short-term and long-term funding needs and goals of the agency.
- Generate funding to strengthen and/or expand on programs and services through timely submission of well researched, well written, and well documented grant proposals.
- Communicate the agency's mission and programs to potential funders.
- Conduct the full range of activities required to prepare, submit, and manage grant proposals to federal, state, local and foundation funding sources, including but not limited to budget justification and supplemental material required for proposals.
- Design and incorporate strategic planning with each program on the narrative and budget that produce results and solutions to identified needs.
- Review expenditures and funding source allocation, advise on post-award spending and commitment activity.
- Develop and communicate reports supporting project status; create effective forecasting and decision aides.
- Maintain a calendar of submissions and other deadlines to ensure timely submission of letters of inquiry, proposal, and reports.
- Evaluate and prioritize multiple grant opportunities to ensure multiple proposals proceed in a timely manner.
- Compile data, prepare reports, success stories, and other relevant information for programs.
- Responsible for grant closeout; submit final reports and certificates. Compile information and documents needed for audit inquiries.
- Serve as a resource on grant administration and overall technical resource to project director and other staff.
- Ensure grants are set up properly and cost-sharing requirements are fulfilled.
- Ensure Agency compliance with all grant requirements.
- Keeps Grant policies and procedures current and accurate for auditors and reviewers.
- Participate in and contribute to process improvements.
- Perform other duties as assigned.

Qualifications:

- 4 years in the field of grant writing with a successful track record.
- A bachelor's degree in English, Public Administration or a related field is required.
- Experience working in deadline-driven environments.
- Strong math skills for grant budgeting.
- A successful track record in setting priorities, information delivery, and time management.
- Understanding of contract management requirements including activity design and data collection to ensure compliant contract expectations.
- Highly organized and goal oriented, able to multi-task in an ambiguous and fast-moving environment.
- Excellent written and verbal communication skills, including interpersonal communication and presentations.
- Flexibility to work evenings and weekends as required.
- The person in this position may be required to sit or stand for extended periods, maneuver tight storage space, move objects up to 50 pounds, ascend/descend stairs, operate computers, copiers, and other office equipment, open and close filing cabinets and boxes, observe visitors, and communicate messages and tone by telephone.
- Personal qualities of integrity, compassion, positive leadership, "can-do" attitude, flexibility, a sense of humor, and the capacity to exercise discretion and independent judgment as well as work and as part of a team.
- Strength in engaging individuals from target population for grant-funded interventions and other Health Services Department activities.
- Understanding of working with diverse population that leads to client-centered support services.
- Able to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Understand ethical behavior and business practices and ensure that own behavior and that of others is consistent with these standards.
- Ability to travel and/or commute locally and long distances.
- Proficient in using technology as a reporting tool and experience working with information technology staff to develop and implement program evaluation and reporting systems.
- Passion for the Center's mission and work to create a region where LGBTQ people thrive.

Pridelines is committed to achieving a diverse workforce through application of our Equal Opportunity, Non-Discrimination and Harassment Policies in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, termination, wage and salary administration, benefits, and training. We are committed to the principle of equal employment opportunities for all employees and to providing employees with a work environment free of discrimination and harassment. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, family or parental status, age, or any other status protected by the laws or regulations in the state of Florida. All employment decisions are based on business needs, job requirements and individual qualifications. Pridelines does not tolerate discrimination or harassment of any kind.