

**Position:** Grants Project Manager  
**Department:** Strategy & Learning  
**Reports to:** Grants Director  
**Date Prepared:** January 2019

## THE ORGANIZATION

United Way of Salt Lake's (UWSL) mission is to build powerful partnerships that achieve lasting social change. We implement data-driven, equitable practices to eliminate barriers to success, and create opportunities and solutions that assist people to achieve their goals, dreams, and human potential. Our workplace is fast-paced, progressive, innovative, friendly, and adaptive; our core values are: Relationships, Results, Innovation, and Continuous Improvement. At UWSL we believe in celebrating success, learning from failure, and setting ambitious goals. We offer competitive compensation including a comprehensive benefit package, generous paid time off, and flexible schedules. People with diverse backgrounds, experiences, abilities, and perspectives are encouraged to apply.

## POSITION SUMMARY

The Grants Project Manager works under the direction of the Grants Director and closely with all other UWSL departments. Develops, implements, and manages strategic plans to secure funding from a portfolio of local, regional, and national corporations, foundations, and government sources. Identifies prospective funding sources and ensures stewardship of current partnerships. Researches, writes, and manages all aspects of grant processes, including application and reports. Works to ensure effective proposal content and meaningful grant reporting.

## ESSENTIAL FUNCTIONS

1. Develops strategic plan to secure new and renewed funding from local, regional, and national corporations, foundations, and government sources that will increase and maximize United Way of Salt Lake's grant revenue. Understands and informs UWSL's initiatives and programs and creates compelling case for support.
2. Project manages grants through all phases, including evaluation, proposal development, implementation, and reporting.
  - a. Gathers content by working closely with internal staff for content development, including executive leadership (CEO, COO, and VP of Collective Impact) and Collective Impact staff.
3. Coordinates evaluation of grant opportunities with appropriate staff internally.
  - a. Appropriately manages and executes necessary work time to complete applications.
  - b. Analyzes likelihood of award.
  - c. Provides a summary of opportunities to staff internally.
4. Based on stated internal needs, strategy, and vision - proposes, coordinates, develops, writes, and edits content for all grant proposals.
5. Tracks and reports annual grant revenue to United Way of Salt Lake leadership. Organizes and retains related files.
6. Tracks reporting required by grantors and works in partnership with Collective Impact department to ensure fulfillment.

7. Manages grantor communications. Develops and sends reports and correspondence to funders and other stakeholders.
8. Meets weekly with finance team to advise on expense tracking and budget development.
9. Monitors contract compliance and alerts management regarding any issues or concerns.
10. Supports the overall Resource Development team strategy and revenue goals and assists the Grants Director.

#### **CORE COMPETENCIES**

- Excellent written communication and project management skills.
- Proven track record in securing both government grants and private/corporate foundation grants.
- Strong technical skills including anticipating and adopting new applications.
- Creativity in work, problem solving, and organizational thinking.
- Ability to manage multiple priorities simultaneously, and to work under a deadline and pivot priorities.
- Experience and success working cross-departmentally and with executive management.
- Strong attention to detail including following or documenting processes.
- Experience interpreting, understanding, and implementing state, federal, corporate, and foundation grant requirements

#### **QUALIFICATIONS**

- 3-5 years of grant writing—or directly applicable—experience
- Bachelor's degree or equivalent work experience in relevant field (communication, writing, business, finance, etc.)
- Proficient in Microsoft, Google, and Adobe suites

#### **PHYSICAL REQUIREMENTS**

The employee is regularly required to communicate clearly, and exchange accurate information interpersonally or through communication devices. Must be able to learn new systems and procedures prepare and analyze data and figures; constantly operate a computer and other standard office machinery. Must be able to remain in a stationary position 65% of the time. The position requires occasional movement on and off-site to attend meetings and presentations. Must be able to move light items such as paper, laptops and presentation materials up to 15lbs.

#### **BENEFITS**

This is a non-exempt position; hourly wage commensurate with experience.

#### **APPLY**

Please visit UWSL's [Employment Opportunities](#). A complete application will include a resume and cover letter. Please include grant opportunities secured in your cover letter. You may contact [jobs@uw.org](mailto:jobs@uw.org) if you have any questions regarding employment opportunities.

**NOTE:** *The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.*