

Position: GRANTS PROJECT MANAGER
Department: Strategy & Learning
Reports to: Grants Director
Date Prepared: January 2019

THE ORGANIZATION

United Way of Salt Lake (UWSL) is changing the way organizations, communities, schools, governments, and individuals work to fix complex social problems. Together, we can help every child and family succeed at school and life. UWSL's workplace is fast-paced, friendly, adaptive, and grounded in our core values: relationships, continuous improvement, results, and innovation. We offer competitive compensation including a comprehensive benefit package, generous paid time off, and flexible schedules. People with diverse backgrounds and abilities are encouraged to apply. Join us in changing the world, and giving everyone in our community the opportunity to live their best life.

POSITION SUMMARY

Join our team as a Grant Project Manager, where you'll have the opportunity to develop, implement, and manage strategic plans to secure funding from a diverse portfolio of corporations, foundations, and government sources. You will make an impact across the organization, working closely with all departments. You'll identify prospective relationships and maintain new ones, encouraging stewardship and continued commitment to our mission.

ESSENTIAL FUNCTIONS

1. **Strategic Planning:** Utilize a thorough understanding of UWSL's initiatives, programs and core values to develop long-term strategies to secure new and renewal funding from corporations, foundations, and government sources.
2. **Fund Sourcing:** Leverage UWSL's resource base to seek out prospective funders as part of your strategic planning.
3. **Proposal Content Development:** Translate USWL's internal needs, strategy and vision into the development of grant proposals for direct use with prospective funders.
4. **Grant Revenue Tracking, Budgeting and Forecasting:** Track and report on grant revenue to USWL leadership. Apply knowledge of current and projected grant revenue initiatives to budget and forecast grant revenue, directly assisting leadership in key strategy decisions.
5. **Grant Manager Direct Assistance:** Use relevant competencies and experience to directly assist the Grants Director and support UWSL departmental initiatives.
6. 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, 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.)
- Proficiency 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 [Career Center](#). A complete application will include a resume and cover letter. You may contact 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.*