

Grants Manager



Essential Duties & Responsibilities

1. Administer full lifecycle grant management, including assisting with applications, managing compliance, execution and closeout.
2. Collaborate with internal departments and Friendship Home partners to ensure grant deliverables, budgets and milestones are achieved on schedule.
3. Maintain accurate records and reporting systems; ensure data integrity for internal dashboards and external funder reports.
4. Monitor grant budgets and provide timely updates to the COO.
5. Conduct regular check-ins with partners to ensure program alignment and promote continuous improvement.
6. Develop and maintain collaborative relationships with funders and community partners to identify new opportunities and support current grants.
7. Coordinate internal reviews of funding opportunities and lead grant proposal submissions as needed.
8. Prepare and present monthly progress and financial reports, ensuring transparency and strategic alignment.
9. Direct the coordination of all aspects of program evaluation, including evaluation criteria, collection methodology, compliance, timelines and staff training related to evaluation.
10. Oversee quality assurance in grants to ensure all data elements required for reporting to funders are collected, monitors compliance with current grants, and reports results and accomplishments.
11. Oversee and conduct the interpretation of program evaluation data and communicate information to the Leadership Team.
12. Direct the preparation and quarterly updating of an annual calendar of all potential grant proposals to be submitted and grant reports that are due.
13. Direct the creation of a one-page summary for each grant received which includes key information about the grant, grantor, amount, time frame, reporting requirements, outcome measurements, etc. Ensure that each person involved with activities supported by the grant receive summaries as well as the Development Director, Accountant, COO, Program Director, Assistant Program Director, Program Coordinator and CEO.
14. Establish annual grant allocation budget and report this to the COO.
15. Compile a quarterly report for the Board of Directors consisting of active grants, grants submitted, pending grants and grants awarded.
16. Create the agenda and lead the monthly grant meetings.