

Position: GRANTS MANAGER
Hiring Organization: UNITED WAY OF SALT LAKE
Department: COLLECTIVE IMPACT
Reports to: VICE PRESIDENT, COLLECTIVE IMPACT OPERATIONS
Date Prepared: April 28, 2016

THE ORGANIZATION

United Way of Salt Lake (UWSL) has made a promise to our community—to change the odds so all children and their families have the same chance to succeed in school and life. We have adopted a unique approach to community problem-solving called Collective Impact. Our workplace is fast-paced, friendly, and adaptive. When you come to work here, we celebrate success, learn from failure, and always dream big. Our wages are competitive; the benefits package is comprehensive; perks like flexible schedules and staff parties make every day unique to you.

POSITION OVERVIEW

UWSL is a cornerstone partner in the country's first successful social impact bond, and the first ever focused on early childhood. The Grants Manager will be charged with continued success of management and implementation of the Student Impact Bond (SIB). In addition, this staff member will manage UWSL's annual Basic Needs and Collective Impact grants processes.

KEY RESPONSIBILITIES

1. **Social Impact Loan**
 - a. Work with stakeholders to ensure continued success in this financing strategy
 - b. Collaborate with independent evaluator to ensure all children receive pre- and post-assessments, and are monitored through the K-12 system to track their trajectory
 - c. Responsible for convening and facilitating conversations between the State of Utah's School Readiness Board and investors to develop contracts, discuss data, report results, and prepare for future years
 - d. Learn, understand, and be able to articulate to stakeholders high-quality standards of preschool that directly impact this loan
2. **Grants Management**
 - a. Manage processes to ensure that for all grants that UWSL receives, roles, timelines, and deliverables are clear and achieved
 - b. Work with partners and UWSL staff to collect need/outcome data, content, and performance measures for proposals and subsequent grant reports that UWSL submits directly or submits through other partners. Submit this information in a timely manner to grants specialist. Manage this information in a way that makes it easily accessible for future uses. Appropriately and proactively communicate with partners and UWSL staff responsible for grant implementation
 - c. As necessary, prepare funding requests from Collective Impact partners to the Collective Impact Council, a committee of the UWSL Board of Directors. As needed, write, disseminate and negotiate contract addendums that tie work to programmatic and community-level outcomes
 - d. Document processes, knowledge, and experience related to key UWSL Collective Impact initiatives to ensure continuity and knowledge sharing among key staff and partners.
3. **Contracts, MOUs, Budgets, and Reports**
 - a. Act as point-of-contact for all collective impact and Basic Needs partners
 - b. Draft new contract language and training materials, collaborating with UWSL staff and external legal counsel as needed
 - c. Create, distribute, and provide support, training, and guidance to partners on annual contracts and ongoing contract addendums
 - d. Coordinate internal processes to secure appropriate signatures for all contractual documents

- e. Communicate with partners to encourage the timely and accurate submission of contracts, MOUs, reports, budgets, and other documents
 - f. Create, maintain, and share with Department Leadership on a monthly basis easily-accessible reports of where each partner is in the submission process
 - g. Lead dissemination and collection of quality and timely monthly, mid- and year-end data reports from partners. Analyze these reports and meaningfully summarize for department management.
- 4. Basic Needs Grant Application Process**
- a. Lead the Basic Needs grant application process
 - b. Communicate the opportunity in the community
 - c. Be available to answer any questions about the Basic Needs application and process
 - d. Work with the Resource Development and Collective Impact Departments to coordinate and recruit grant evaluators/reviewers
 - e. Document and communicate out grant decisions to partners, maintaining easily-accessible reports of grant decisions by grant category, location, and other factors

EXPERIENCE AND QUALIFICATIONS

- Exceptionally detail-oriented
- Demonstrated ability to complete repetitive work at high levels of quality
- Strong verbal and written communication skills
- Foster trust and open communication with diverse stakeholders
- Ability to recognize and address conflict and concerns quickly and positively
- Ability to use clear, simple language that all stakeholders can understand
- Ability to ask questions to lead to needed information.
- Confidence and humility to ask questions and address challenges

MINIMUM REQUIREMENTS

- Bachelor's degree (Master's, or equivalent work experience preferred) in accounting, business, nonprofit administration, English, or a related field
- 1-2 years of grants, contracts, nonprofit financing experience
- Proficient in Microsoft Suite
- Ability to learn new systems quickly

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met to perform the essential functions of this position. The employee is regularly required to communicate clearly in oral and written formats; must be able to transcribe, read extensively and prepare and analyze data and figures. Typically the employee may sit comfortably to do the work, however there will be some walking, standing, bending, carrying light items, use of office equipment, etc. Special physical demands are not required to perform the work.

SALARY INFORMATION & FLSA STATUS

This is a non-exempt position that pays \$40,000–\$58,000

TO APPLY

Send completed applications to jobs@uw.org. Complete applications include a cover letter, resume, and employment application. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers.html>

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.