## Community Engagement and Grants Manager

**Hours and Benefits:** Full-time (37.5 hours per week) exempt position. A generous benefit package includes vacation, holiday and PTO leave, health, dental and life insurance, and a SEP retirement plan.
**Salary Range:** $50,000 - $55,000
**Reports to:** Executive Director
**To Apply:** Email cover letter and résumé to jobs@liveunitedhc.org following naming convention: "Your Last Name-Your First Name.pdf"

**Key Responsibilities:**

- Serve as a subject matter expert on local programs, initiatives, and community impact, representing the organization through diverse community engagement opportunities.
- Manage the full grant lifecycle, including prospect research, application development, implementation, reporting, and funder compliance, while ensuring all deadlines and requirements are met.
- Partner with program teams to collect, analyze, and translate program data into compelling, accessible, and data-driven cases for support.
- Collaborate closely with the Development team to communicate organizational impact through a consistent, compelling voice and provide timely program knowledge and content.
- Track, analyze, and report community engagement activities and organizational impact to identify successes, opportunities for growth, and emerging priorities.
- Contribute strategic ideas and local program expertise as an active member of the Development Team, supporting fundraising and marketing initiatives.
- Identify opportunities to strengthen community partnerships, demonstrate measurable impact, and advance the organization's development priorities.

**Main Duties:**

- Development
    - Bridge the gap between programs and marketing by seeking, creating, and sharing compelling impact content including cases for support and program results.
    - Provide input and create opportunities to expand UWHC fundraising, community engagement, and give back opportunities.
    - Provide support for fundraisers and events.
    - Create, clean up, and finalize mailing lists for donor communications.
    - Lead and oversee donor acknowledgement and thank you process to ensure all donors are recognized and thanked in a timely manner.
    - Provide support where needed to ensure effective execution of projects and priorities.
- Grants
    - Research funding sources and grant opportunities to provide comprehensive summaries of key prospects and deadlines.
    - Maintain up-to-date internal tracking tools to track and manage prospects, applications, and reporting deadlines.
    - Collaborate with programs and finance to develop content and budgets for new and recurring grants.
    - Write, review, and complete timely applications and reports.

- Steward funder relationships to deepen partnerships and create new opportunities.
- Ensure all grant-related records, approvals, and requirements are well-documented, communicated, and readily accessible for audit and reporting purposes.
- Prepare and submit consolidated grant reports for development and board meetings.

- Community Impact and Data
  - Collaborate with community impact and programs to ensure program content, cases for support, and reporting data are accurate and up to date.
  - Track and manage volunteer hours, gift in kind, and other items in relation to events and activities to ensure a full collection and recognition of time, funds, and services provided.
  - Analyze, collate and report program level data to provide strong messaging for development.
  - Support community resource directory and resource sharing opportunities as needed.
- Other
  - Professionally represent UWHC to external audiences including volunteers, donors, radio interviews, workplace campaigns, events, and other public facing roles.
  - Support programs with direct support as needed.
  - Pursue ongoing professional development opportunities.
  - Assist with other UWHC duties as assigned.

**Qualifications:**

- 2+ years fundraising or donor relations experience preferred
- Strong communication and interpersonal skills
- Proficiency in Microsoft Office and/or Google Suites of Products
- Experience with donor databases, experience with Andar database a plus

**To apply:**

Résumé and cover letter are required. Please send a résumé and a detailed cover letter that demonstrates the fit between your qualifications to the skills and experience above, in one pdf file using the following naming convention: "Your Last Name-Your First Name.pdf", via email only to: jobs@liveunitedhc.org

Please, no phone calls, faxes, or snail mail.

Applications will be accepted until position is filled.

*Candidates from diverse backgrounds are encouraged to apply. Studies have shown that candidates that are female and/or BIPOC are less likely to apply for jobs unless they meet all of the qualifications they find in the job description. We are seeking the best candidate for the job, and that candidate may be a person who comes from a less traditional background.*