

WHAS Crusade for Children

Grants Manager

Summary: The Grants Manger is a full-time, non-exempt position that reports directly to the CEO. The primary function of this position is to serve as the Crusade liaison to various donor groups and grant recipients. Excellent customer service skills are required in dealing with the various information, questions, reports and payments from these constituents.

MAJOR RESPONSIBILITIES AND FUNCTIONS

Grant Process:

- Serve as liaison to grant recipients regarding information, questions, reports and payments
- Manage grant application portfolios from multiple organizations from initial award request to the distribution process
- Ensure adherence to all grant application and award compliance processes and procedures
- Coordinate the preparation of grant application packets and scheduling all grant hearings with advisory panel, agencies and organizations
- Input grant payables into Financial Edge accounting software

Accounts Receivable/Payable:

- Approve daily contributions input into Raisers Edge accounting software
- Draft and disseminate all acknowledgement letters for donors
- Maintain data and create reports as necessary on donor totals from individuals, groups and organizations
- Print checks for all payables mid-month and end-of-month

Crusade Weekend:

- Maintain accurate lists of participating fire departments and other volunteers, donors and organizations
- Coordinate filing of all required permits/documents in compliance with state and local regulations
- Coordinate catering and in-kind food donations for Crusade weekend
- Assist as needed in other Crusade weekend activities

QUALIFICATIONS

Bachelor's degree in Business Administration or related field preferred

2 years minimum accounting/grant management experience

Proficient in Microsoft Office/Raisers Edge/Financial Edge

Excellent communication and customer service skills

Demonstrated strong organizational/multitasking skills

Ability to work well independently and as a valued member of a team

To apply, send resume and cover letter to:

WHAS Crusade for Children
Grants Manager Search Committee
c/o President & CEO
520 W. Chestnut Street
Louisville, KY 40202