



## Grants Manager

### Position Overview

Our client, **Shelterhouse**, located near downtown Cincinnati, is a community of residents, staff, and volunteers working together to provide basic human services for the men and women of the Greater Cincinnati area who are experiencing homelessness. They pride themselves on providing unconditional care and compassionate assistance for both men and women – while empowering those without resources to move from homelessness and destitution to shelter and stability.

They are looking for a Grants Manager to join their strong and collaborative team. This position requires a goal-oriented Grants Manager to execute a one-person-department. This role's focus will be to measure, meet and exceed organizational donation goals with a focus on developing relationships with individual donors and writing winning grants.

Do you have experience with **Grant Writing, Exceeding Goals, Creative Thinking, and Building Strategic Relationships**? If so, let's talk!

### Key Responsibilities

- Oversee the entire grant lifecycle from application to closeout, ensuring all administrative tasks are completed accurately and efficiently.
- Maintain comprehensive records of all grants, proposals, communications, and reports.
- Ensure all grant applications are submitted within deadlines and meet the specified guidelines and requirements.
- Participate in setting, monitoring, and achieving agency fundraising goals.
- Identify, qualify, solicit, and close major gifts from high net-worth individuals as well as gifts from corporations and foundations with the Greater Cincinnati network.
- Prepare compelling grant proposals (; including tracking and coordinating the entire process.
- Coordinate and collaborate with department leaders to produce the Annual Report.

### Requirements

- Bachelor's Degree preferred but will take experience in lieu of degree
- Min of 3-5 years' experience in grant writing/development.
- Proven history of writing and receiving meaningful grant applications.
- Experience with managing Donor Perfect, or comparable fundraising software

### Desired Attributes

- Excellent business writing and grammatical skills.
- Self-motivated, Disciplined, Detail oriented, and takes initiative.
- Ability to make independent judgments and exercise discretion with respect to matters of significance.
- Comfortable working in a fast-paced environment.

### Benefits & How to Apply

**Benefits include a competitive base salary, as well as a competitive and comprehensive benefits package including 401k, attractive healthcare coverage, dental, vision, and employer-paid life insurance, ample paid time off, and a consistent in-office work schedule.**

A Slice of HR is working with this client on a retained search basis. If you meet the qualifications and want to join this team of talented individuals, please send your resume to [tiesha@asliceofhr.com](mailto:tiesha@asliceofhr.com).