

**POSITION: Grants & Communications Manager (Salaried, Full-Time)      PAY GRADE:5**

### **POSITION SUMMARY**

Manages federal, state and local grant activity for the YWCA Richmond, including proposals, monitoring and reporting requirements for government grants. Manages an effective data collection and management system to track program goals and outcomes for programs staff and public stakeholders. Publishes monthly e-newsletter for YWCA Richmond and contributes to Annual Impact Report.

### **DUTIES**

#### **Grant Duties**

- Plan and execute all grant applications, reports and amendments to federal, state and local government grants;
- Manages all government grant portals & requirements for the agency.
- Identifies new funding opportunities to match client and agency priorities
- Manages contract and volunteer grant writers
- Facilitate relationships, including cultivation and stewardship, between key leadership staff & government agencies
- Represent YWCA Richmond at trainings and meetings
- Work closely with Chief Advancement & Advocacy Officer to plan and execute strategies and activities to engage current and prospective grant administrators and government agency representatives
- Executes appropriate stewardship and acknowledgement.
- Work closely with Leadership Team to ensure management of funding and adherence to programmatic restrictions on funding.
- Leads collaborative government grant process with internal programs team, EmpowerNet, and external community partners.
- Collaborates to measure outcomes according to the 2025 Strategic Plan
- Collaborates to develop agency wide e-newsletters & agency wide reports for external audiences.

#### **Data Management**

- Works closely with Advancement team & consultants to sustain a standardized data system
- Manages and adapts the system for capturing, reporting, and distributing data for government grant funded programs across the agency
- Management of data tools, including Apricot by Social Solutions
- Management of state and local database requirements for reporting outcomes.
- Works with program & finance team to track grant expenses
- Utilize dashboard system for program reporting
- Collaborate with partners/funders to ensure data alignment (HOMEWARD, United Way, EmpowerNet, & VADData)
- Assists in developing annual reports for external and internal stakeholders
- Uses Blackbaud to cultivate and steward relationships with public and private funding partners

## **SUPERVISION**

This position reports directly to the Chief Advancement & Advocacy Officer and serves at the YWCA Downtown office located at 6 North 5<sup>th</sup> Street, Richmond, VA 23219.

## **QUALIFICATIONS**

### **Education:**

- Bachelor's Degree or an Associates Degree in a related field with 3-4+ years comparable work experience

### **Experience:**

- Two to four years of experience in advancement, grant writing, grants administration, project management.
- Experience working for and with state agencies and nonprofit organizations preferred

### **Skills/ Requirements**

- Excellent oral and written communication skills
- Shared passion for YWCA Richmond's mission
- Confidentiality and strong sense of accountability and professionalism
- Ability to develop and maintain networks and authentic relationships
- Ability to work closely with program team to ensure accurate and timely reporting of data and follow up with modifications and amendments to grants from government agencies
- Ability to work with a diverse team to ensure compliance with all requirements and funding restrictions
- Close attention to detail with strong organizational skills
- Ability to track, meet, and maintain a variety of deadlines
- Ability to work independently
- Passion for YWCA Richmond's mission to empower women & eliminate racism

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department.*

*Demonstrates their understanding of the critical role volunteers play in helping YWCA achieve our mission by providing volunteers the resources and training needed to be successful, offering meaningful experiences, treating them with respect, and clearly communicating needs and impact of their contribution to the work of the organization.*