



309 Hickory Street, Suite 5 // Fort Collins, CO 80524 // 970-221-1615 // www.TheFamilyCenterFC.org

Position Description – Grants Manager Full-Time, Exempt, Salary

About The Family Center/La Familia

Since 1995, TFC/LF has served as Larimer County's only early childhood and family resource centers. Now one of 32 family resource centers in the state, TFC/LF provides high quality early childhood education (ECE) to more than 75 children whose parents work and attend school, extensive crisis and family strengthening services as well as leadership and policy opportunities to more than 400 families annually. With more than 50% of the staff at TFC/LF being bilingual, TFC/LF is a trusted and safe place for Latinx families and is looked to by the Fort Collins and surrounding community as a leader in racial equity work.

The Family Center/La Familia is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, sexual orientation, gender identity, ancestry, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

Mission, Vision, and Values

Working alongside diverse families we provide high quality childcare and supportive services, with an emphasis on cultural attunement with the Latinx community. This work is done with an explicit vision of creating a community in which all families are safe, supported, and thriving. Our six core values are; **Trust** - Inspiring confidence and mutual respect creates a foundation for reliable support and good stewardship. **Compassion** - Every person has inherent dignity and is worthy of respect and empathy. **Diversity** – Non dominant cultures, identities, perspectives, and experiences are celebrated, embraced, and inform direction. **Equity** - The structural, cultural, and relational inequities experienced by oppressed groups must be courageously recognized and dismantled. **Inclusion** - All people feel welcome, valued, and empowered to contribute to, and participate in, community. **Love** - Loving, healthy relationships are critical for children in the first five years of life and benefit the child, the family, and the entire community.

Position Description

The Grants Manager supports the development of program outcomes and pursuit of additional grant dollars through researching available funds, coordinating with the leadership team and other team members to match funding to program/organization goals, and establishing relationships with foundations and funders. This position will need to communicate effectively with stakeholders and will embrace The Family Center/La Familia's mission and vision.

Reports to: Executive Director

Classification: Full Time, Exempt, Salary

Starting Wage: \$52,000 - \$55,000 annually Depending on Experience



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ESSENTIAL JOB RESPONSIBILITIES:

Grant Research and Writing

- Responsible for researching grant opportunities, writing proposal and application materials, submission of information, and coordination of follow up and feedback
- Lead the authoring of grants with support from program staff,
- Maintain a spreadsheet or similar format on all grant contacts, funding priorities, log-in information, and application status
- Monitor local opportunities for community to influence policy change to support community identified issues

Program Guidance

- Work with Program Managers and Directors to create, implement, and evaluate strategic long-term outcomes and goals
- Provide leadership to Program Managers and Directors to ensure grant deliverables are being met.

Grant Tracking and Reporting

- Monitor grant expenses to make sure they are allowable and follow fiscal guidelines
- Responsible for ensuring all grant expenses have been provided to the Operations Director in a timely manner for invoicing
- Work with the Operations Director to review and approve monthly or quarterly grant invoicing prior to submission to the funder
- Prepare, and submit after approval, monthly, quarterly, mid-year, or year-end reports per grant requirements
- Development and preparation of monthly grant deliverables and financial reports for the distribution to Program Managers and Directors, including budget to actuals amounts to make ensure funds are spent in a timely manner
- Create and maintain tracking forms applicable to each individual grant
- Maintain an updated grants calendar with timelines for applications, reports, renewals, etc.

Assist with other assigned duties and tasks as deemed necessary and relevant to the position.

QUALIFICATIONS AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Individual must pass applicable state and federal background check.

General Skills

- Knowledge and commitment to the mission, vision, and values of The Family Center/La Familia
 - Demonstrates behaviors that are consistent with our values
- Demonstrated ability to organize multiple tasks, prioritize projects and achievement of project deadlines, goals, and objectives with limited supervision
- Ability to establish and maintain effective working relationships with various internal and external stakeholders



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General Skills (continued)

- Ability to work with a diverse team of staff and community population
- Be flexible and open to change and unexpected circumstances as they arise
- Ability to maintain a high degree of professionalism and confidentiality
- Understanding of racism, oppression, liberation, and commitment to ongoing learning about their dynamics in working with families, particularly families of color
- Understanding of policies and issues regarding manufactured home communities
- Strong critical thinking skills spanning strategic capabilities to execution
- Working knowledge of grants, grant management, budget creation surrounding grants, fund accounting, and tracking grants
- Ability to identify opportunities for policy change at the systems level
- Strong written and verbal communication skills
- Knowledge of program planning and evaluation
- Proven ability to manage long-term projects, preferably with subcontractors.
- Ability to successfully facilitate meetings

Education

- Preferred but not required, Bachelor's degree in nonprofit administration, business administration, or a similar field.

Experience

- Demonstrated experience in policy and advocacy
- Minimum of two years of demonstrated program management experience
- Minimum of two years of demonstrated grant management experience
- Experience managing and administering a budget.

Language Ability

- Ability to read, analyze, and interpret business documents, and technical procedures
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions
- Written and spoken bilingual fluency in English/Spanish preferred but not required.

Computer Skills

- To perform this job successfully, an individual should have strong knowledge of Word Processing software; Spreadsheet software; Internet software; including but not limited to; Word, Excel, Outlook, PowerPoint, Mail Merges, and database management.

Physical Demands

- The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, and hear.



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EMPLOYEE BENEFITS:

- Paid sick time to begin accrual immediately upon hire
- Paid vacation time to begin accrual the start of the payroll period after 60 days full time employment
- Health insurance, partially employer covered, beginning the first of the month following 60 days full time employment
- Vision, and dental insurance, at the employee's expense, beginning the first of the month following 60 days full time employment
- Paid holidays, including the week between Christmas and New Year's
- Supplemental and disability insurance available
- Retirement plan contributions available

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