



JOB ANNOUNCEMENT

Grant Manager
Full Time/Exempt

The Grant Manager is responsible for researching, identifying, and pursuing sources of funding for Special Olympics Missouri (SOMO). They will work to find corporate foundations, government programs, other nonprofits, or individual donors that have shared values and are likely to provide financial support to SOMO. They may also be involved in donor relations before, during and after the grant process. This may include cultivating ongoing relationships with donors to provide information about how the funding is used. The Manger will ensure compliance with Special Olympics International General Rules and Special Olympics Missouri Policies and Procedures while consistently demonstrating SOMO Guiding Values.

ESSENTIAL DUTIES: *(The following area illustrations of the duties of the position. The absence of specific statements of duties does not exclude these tasks from the position if the work is similar, related to, or a logical assignment of the position)*

- Conduct ongoing research to identify potential and suitable sources of funding.
- Determine which sources demonstrate a match between the funder's initiative and SOMOs needs.
- Design and prepare grant proposals that not only meet the donor's formal requirements, but also demonstrate in qualitative and quantitative terms why SOMO is able to achieve the donor's goals.
- Submit all applications and documentation to grant funders, complying with required guidelines and deadlines to enhance the credibility of grant proposals.
- Collaborate with SOMO Senior Director of Community Development and CEO to ensure all funding sources comply fully with the mission of the organization.
- Work with appropriate SOMO staff to ensure institutional gifts are recorded correctly.
- Work with appropriate SOMO staff to develop and generate necessary reports.
- Maintain necessary records to comply with all required grant reporting.
- Work with SOMO CFO to provide detailed projections of any grant fund's cash flow.
- Demonstrate excellent research, planning, and both written and verbal communication skills.
- Other duties as assigned by Supervisor.

BENEFITS: Employee Medical, Dental, Life, Travel and Disability Insurance
Paid Sick Leave
Retirement Plan (403B) (Up to 5% Matching)
Thirteen Paid Holidays/Year
Ten Hours/Month Paid Vacation

LOCATION: Remote or SOMO Office

SALARY: Commensurate with experience

Complete Application for Employment (<http://form.iotform.com/SpecialOlympicsMO/somo-employment-app>)

**SPECIAL OLYMPICS MISSOURI IS AN AFFIRMATIVE ACTION
AND EQUAL OPPORTUNITY EMPLOYER.**