



# Job Description

## Grants Manager

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**Reports To:** Chief Development Officer **Employment Status:** FT **FLSA Status:** Exempt

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### ABOUT RED HOOK INITIATIVE (RHI)

[Red Hook Initiative](#) (RHI) is a community-based nonprofit working to improve the lives of the more than 6,500 residents of Red Hook Houses, Brooklyn's largest public housing complex. RHI believes that the social change to overcome systemic inequities begins with empowered youth, and that change in communities should come from within. In partnership with community adults, we nurture young people in Red Hook to be inspired, resilient, and healthy, and to envision themselves as co-creators of their lives, community, and society.

Youth development, community building, and community hiring are at the core of RHI's approach to strengthen Red Hook's future. Our model gives young people and residents the tools, resources, and opportunities they need to interrupt the systems and barriers that perpetuate historic inequities for the community. Residents lead the way toward a more equitable, hopeful future. Over our 20-year history, RHI's model and dedicated team have been nationally recognized for its innovative, place-based approach to social change.

RHI creates a culture of excellence with our ten core values as the foundation: community leadership, mutual respect, welcoming space, strengths-based perspective, trust, high expectations, encouragement, inspiration, holistic approach and adaptability.

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### JOB SUMMARY

RHI is seeking a detail-oriented Grants Manager to provide support in the processing of federal, state, city and private grants that fund RHI's programs. The Grant Manager will process, manage, and provide pre-award and post-award assistance in maintaining funding awards received by RHI, including the dissemination of executed funding agreements and funding opportunity information. Additionally, they will be responsible for cultivation and stewardship of funder relationships. The ideal candidate for this role should have superior organizational skills, great leadership qualities, and exceptional project monitoring skills. The Grants Manager should reinforce relationships with donors, ensure that grant programs operate efficiently, streamline grant administration, and help to keep our organization fiscally sound.

### ESSENTIAL DUTIES + RESPONSIBILITIES

- Work with the Grant Writing Consultant to maintain grants calendar that includes reporting deadlines, application deadlines, and any items needed for deliverables.
- Serve as RHI's first reviewer of incoming and outgoing grants and reports.
- Ensure other departments are participating in the proposal and reporting process as appropriate.
- Bottom line responsibility for coordinating funder site visits.
- Prospect new funders and grow the current portfolio, in collaborate with the Grant Writing consultant
- Ensure proposals, reports, and agreements are properly executed and database.
- Complete renewal and assessment of current grant opportunities.

*May be assigned other duties and responsibilities as determined by the Chief Development Officer.*

### COMPETENCIES (Knowledge, Skills & Personal Attributes)

- Demonstrated ability to effectively prioritize multiple commitments and drive complex, cross departmental projects simultaneously in a challenging and fluid environment.
- Excellent organizational, written and verbal communication, persuasion, engagement and interpersonal skills
- Ability to work independently within a fast-paced, task-directed, deadline-oriented environment
- Ability to manage a variety of activities and pay close attention to detail
- Open to flexible hours
- Able to attend events outside of regular business hours



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- Methodical and Strategic
- Adaptable and flexible
- Good interpersonal skills
- Experience with some or all of the following systems: Salesforce, Adobe, Google Suite, Drop Box, and Microsoft Office

#### EDUCATION & EXPERIENCE

- 3-5 years progressive experience in contracts and grants review and management
- High School diploma or HSE required; Bachelor's Degree preferred
- Bilingual a plus

#### WORKING CONDITIONS (ENVIRONMENT) & PHYSICAL DEMANDS

- The RHI work environment is characteristic of a typical indoor office/program environment and the noise level is generally quiet to moderate.
- While performing the essential duties and responsibilities of the job the employee will be required to operate a computer and other office equipment.
- RHI provides a hybrid work arrangement for employees: Three days in office, two days remote work.
- This job is based on-site at RHI's main program office in Red Hook, Brooklyn. The ideal candidate will either be a resident of Red Hook or one of its neighboring communities or will be within reasonable commuting distance to RHI's main program office.

#### COMMITMENT TO DEI & EQUAL EMPLOYMENT OPPORTUNITY

RHI actively engages individuals from all backgrounds and is committed to embracing diversity across all areas and aspects of the organization. We firmly believe that an atmosphere of civility and mutual respect towards individual differences and embracing an inclusive and equitable environment is indispensable to building a successful organization, contributing to a positive and meaningful employment experience for staff, and advancing the best possible outcomes for the clients served by RHI's programs. We are also committed to community hiring and supporting the job prospects of Red Hook residents.

As an equal opportunity employer, RHI is committed to providing employment opportunities to all qualified individuals and does not discriminate against any employee or applicant on the basis of race, color, national origin, religion, sex, sexual orientation, gender, gender identity and expression, disability, age, marital status, military status, veteran status, pregnancy, parental status, genetic information, or any other characteristic or basis prohibited by applicable law.

#### COMPENSATION & BENEFITS

RHI strives to offer a competitive compensation and benefits package that reflects our core values and commitment to our employees. The salary range for this position is: \$65K - \$70K commensurate with an employee's or candidate's competencies and experience. Additionally, RHI provides a comprehensive benefits package which includes medical, dental and vision coverage, an employee assistance program (EAP), which includes 12 counseling sessions per year, 403b retirement plan, flexible spending accounts for out-of-pocket health, dependent and commuter expenses, life insurance and a flexible hybrid work schedule, including 24 PTO days and "Summer Fridays," when possible.

#### TO APPLY

Please log on to the RHI career portal at: <https://rhicenter.applicantpro.com/jobs/> for further instructions about how to apply for this position. Please be sure to attach your cover letter and resume as **ONE COMBINED pdf**.

Date Issued: 05/15/2024.