

# Fair Count

## Job Opening: Grants Manager

The Grants Manager serves as the lead grant writer and administrator for both grant applications and required reports. An excellent writer, the Grants Manager will effectively communicate the ethos of Fair Count in all grant applications and reports while accurately describing the intricacies of the programs the grants will support. She/he/they will maintain great familiarity with grant awards, ensuring that restricted funding programming remains timely. Additionally, the Grants Manager will maintain a real-time understanding of programming, ensuring that all grant line items are executed with timeliness and efficiency. She/he/they will meet with programmatic staff regularly, ensuring that the narrative of the work is translated to the donor/foundation appropriately. The Grants Manager will seek out new opportunities, as she/he/they will maintain a working knowledge the industry and best practices.

The Grants Manager will work collaboratively with a team comprised of a Development Coordinator and the Finance & Operations Manager. Together, this team, along with the CEO, will ensure the financial and programmatic fortitude of Fair Count. A desire to work closely with the team, assist in projects when needed, and collaborate to create a stronger work product is expected. The Grants Manager should enjoy being responsive and punctual, and he/she/they should have an insatiable desire for accuracy in numbers, an understanding of the intricacies of restricted funds vs. unrestricted funds vs. general operating funds, and a deep appreciation for the nuances of tracking multi-year grants. Additionally, he/she/they should have a passion for civic engagement, a deep commitment to racial equity, and an ease for teamwork in an interactive and dynamic environment.

**Finally, the Grants Manager will bring to the table a nimble attitude and an entrepreneurial spirit, as Fair Count is a fast-acting organization tethered to a rapidly changing time and place, and expectations and definitions of success will be fluid as the organization grows and navigates new challenges.**

### Job Description:

- Writes and edits grant applications and reports;
- Develops and maintains a grant calendar for all funding requests;
- Manages the identification, research, cultivation, solicitation, recognition, and stewardship of grant funders;
- Follows real-time progress of grant-supported programs;
- Manages existing grants by: tracking grants, developing internal reporting systems, writing reports, maintaining excellent historical records, and working with staff to ensure each project or program is meeting proposal conditions and expectations;
- Provides a quarterly memo to the CEO and Board regarding active grants and activities;
- Assists with the annual audit and Form 990 as needed;
- Assists with annual report content as needed;
- Works closely with Development and Finance team members to ensure a seamless path forward; and
- Performs other duties or special projects as needed.

### Desired Skills & Qualifications:

- A minimum of 3 years' experience working with national donors, foundations, nonprofits, and

- large granting entities;
- Excellent written and verbal communication skills;
- A demonstrated history of successful grant-writing;
- An understanding of nonprofit fundraising laws and procedures;
- Strong time management skills with the ability to manage multiple projects and competing priorities simultaneously under strict deadlines;
- Detail-oriented with exceptional record-keeping and organizational skills;
- Responsive and positive team player who enjoys versatility and constant new challenges;
- An unwavering commitment to accuracy and results;
- Effective computer skills, including with Microsoft Office suite and Google Workspace apps;
- A familiarity with database management, QuickBooks, and software such as EveryAction;
- A real team player who will help out equally with both menial and high-level tasks; and
- A strong commitment to racial equity and Fair Count's values.

### **Logistics:**

Due to COVID-19, Fair Count's 25+ employees are all teleworking, but the majority of the team is based in Georgia. Due to the nature of this role and the expectation of returning to office work in some capacity in the future, Fair Count is only considering Georgia-based candidates at this time. Currently, we don't expect to require in-person work until early 2022; however, we will be welcoming staff back who want to be in-person as early as August 2021.

- Fair Count works on EST/EDT – and requires participation in a daily morning meeting;
- All staff members participate in several meetings throughout the day by Zoom and Google Hangouts;
- Collaborative communication is encouraged through Signal, email, and regular phone calls to team members as needed.

Generally, office hours are 9:00 – 5:00 Monday through Friday. However, at times evening and weekend hours will be needed to staff events, meet deadlines, and respond to extenuating circumstances. Such extensions of hours are particularly true during heavy GOTC and GOTV endeavors.

Additionally, Fair Count is a 100% vaccinated workplace, as allowed for by the U.S. Equal Employment Opportunity Commission. Proof of vaccination will be required upon acceptance of a job offer.

### **Salary & Benefits:**

Fair Count offers a competitive salary and benefit package. The salary range for this position is \$60 – \$75k dependent on experience.

### **Application and Interview Procedure:**

To apply, email a cover letter, your resume, a writing sample, and a list of references to Rebecca DeHart at [Rebecca@FairCount.org](mailto:Rebecca@FairCount.org). Please do not contact by phone.

The Job Posting will be open through July 31. You will not be contacted prior to that date.

*To deliver on our mission, Fair Count hires and supports a diverse team of the best and brightest, most mission-driven people available. We value diversity. We welcome applications from candidates from all backgrounds and walks of life, and work hard to create an environment where everyone on our team feels included, involved in key decisions that affect them, and encouraged to bring their full selves to work.*