

# Grants Manager

Ancora<sup>TN</sup> (formerly End Slavery Tennessee)



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## **AGENCY DESCRIPTION:**

Ancora<sup>TN</sup> (ATN), formerly End Slavery Tennessee, works tirelessly to nurture survivor healing and strategically combat human trafficking in Middle Tennessee. We seek to break cycles of exploitation and support survivors of human trafficking as they heal from their traumas—offering long-term, comprehensive aftercare services. Through training communities and professionals, advocating for legal changes, and implementing prevention programming, Ancora<sup>TN</sup> works to stop human trafficking before it ever begins.

Ancora<sup>TN</sup> was founded in 2012 as a faith-based, not-for-profit organization for the purpose of community awareness and education. We strive to create an environment of faith and spirituality to restore hope and a lifetime of community. We are an agency committed to trauma-informed principles and seek to promote an environment focused around a diverse and inclusive team - all working towards the mission and vision of the organization.

**REPORTS TO:** Director of Development and External Relations

## **POSITION SUMMARY:**

The Grants Manager manages the agency's \$1.4 million grant program. This person works in tandem with the development team to seek new opportunities and steward existing relationships. The Grants Manager researches, writes, edits, and completes reporting for all grant proposals and acts as a point of contact as directed by the Director of Development and External Relations. A high standard of professional and ethical conduct, integrity, and accountability is essential.

## **KEY RESPONSIBILITIES:**

- Study and understand the history, structure, objectives, programs and financial needs of the organization;
- Conducts ongoing prospect research to identify potential grant funding sources from local, regional, and national agencies;
- Coordinate application and reporting deadlines for a large portfolio of federal, state, local, public and private grants and contracts;
- Write grants and stewardship proposals to corporations, foundations, and other related organizations;
- Assist directors with governmental fiscal and service contract reporting requirements and records;
- Ensure all applications and reports meet required criteria and are error free;
- Respond to internal and external queries on drafted and submitted proposals;
- Manage effective ongoing stewardship and year-round communication with existing funders in collaboration with the Director of Development and External Relations



- Maintain/manage the grant application and reporting calendar, providing detailed, timely reports to staff that includes due dates for submission;
- Submit grant reports and updates as needed, including summaries of execution;
- Work closely with members of the development team and other staff to understand funding needs and strategic direction;
- Support the Development Team in additional content creation needs such as donor acknowledgement letters, annual reporting, etc.
- Some evenings and weekends required;
- Perform other duties as assigned or requested by Development or Director of Development and External Relations.

All positions at Ancora<sup>TM</sup> interact with survivors of human trafficking from day to day. This issue is sensitive and complex. Every employee is trained in trauma-informed and strength-based approaches in order to connect with and build appropriate and encouraging relationships with survivors. We strive to create a completely judgement free work environment. Empathy, compassion, and the ability to deal with difficult situations is a must for anyone who works at Ancora<sup>TM</sup>.

### **WORK ENVIRONMENT:**

Work is carried out primarily in an office setting with intermittent sitting, standing, walking and some light physical activity. Most work is performed while sitting and using the computer, phone and engaged in face-to-face conversation with staff and/or clients. Some car travel and use of personal vehicle is required. This position is a hybrid, predominantly remote position, with at least one day a week in person.

### **EDUCATION, EXPERIENCE, AND SKILLS:**

- Bachelor's degree required in relevant field; Master's degree preferred
- 3-5 years experience in grant writing\*;
- Excellent knowledge of proposal submission and fundraising process;
- Exemplary written communication and grammar skills are essential;
- Ability to study and understand programs and funding requirements of the organization;
- Strong research skills and knowledge of information sources;
- Excellent track record of approved grant applications securing \$50,000 or higher in private grants;
- Experience writing and securing state and federal grants
- Proficient computer skills required, including: Excel, Outlook, Windows;
- Ability to work effectively under pressure and meet deadlines;
- Excellent organizational and communication skills;
- Able to maintain confidentiality, as required by law and in the best interest of survivors, donors and the organization as a whole;
- Valid Tennessee driver's license, state-required driver's insurance and access to reliable personal transportation;



- General knowledge about the issue of human trafficking, sexual violence, or intersecting vulnerabilities.

### **ADDITIONAL REQUIREMENTS:**

1. Initial and subsequent random drug screening is required as per agency policy.
2. A background check is required.
3. Must be willing and able to embrace and exemplify our [core values](#).

### **JOB TYPE:**

Full-time; exempt. Monday-Friday 8am-4pm with some weekends and evenings as needed.

### **SALARY AND BENEFITS:**

#### **Salary Range:**

Starting at \$55,000.00. Salary based on a combination of education and experience.\*

#### **Benefits:**

- Healthcare Benefits: Medical 100% employer paid for individuals and 60% employer paid for families.
- 120 hours PTO annually, accrued 10 hours/ month. Eligible after 30 days of employment.
- 96 hours sick leave annually, accrued 4 hours/ pay period. Eligible after 30 days of employment.
- 13 paid holidays.
- 4 floating holidays available in January of each year.
- Short term disability, Long term disability, AD&D and Life insurance.
- Employer 403b match up to 1% of salary based on employee contributions. Eligible after 6 months of employment.

**HOW TO APPLY:** To apply for this job, please submit a cover letter and resume to [jobs@ancoratn.org](mailto:jobs@ancoratn.org) with your name and title of position you are applying for in the subject line. No phone calls accepted for this position. **No phone calls accepted for this position.**

\*\*Ancora<sup>TN</sup> recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.\*\*