



Girl Scout Council of the Southern Appalachians (GSCSA)

Job Title: Grants Manager
Department: Development
Location: Knoxville
FLSA Status: Exempt
Salary Range: \$50K to \$55K

Here at GSCSA, we each consistently follow the Girl Scout Law and Girl Scout Promise in our daily lives. We thrive in a fast-paced and changing environment.

To apply for position(s), please email resume and cover letter/email to careers@girlscoutcsa.org. Alternately, a resume and cover letter may also be mailed to Human Resources, Girl Scout Council of the Southern Appalachians, 1567 Downtown West Blvd., Knoxville, TN 37919.

BASIC JOB FUNCTION

Under guidance of the Chief Development Officer, the Grants Manager is responsible for overseeing the entire grants management process for GSCSA including, but not limited to, identifying potential funding sources, researching and writing grant proposals, managing relationships with funders, ensuring compliance with grant guidelines, monitoring project progress, submitting required reports to maintain funding streams, and collaborating across internal GSCSA departments; essentially acting as the primary point of contact for all aspects of grant acquisition and administration for GSCSA. Assists with other Development Department processes and initiatives.

JOB QUALIFICATIONS

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, skills, and/or abilities required.

SUGGESTED MINIMUM JOB REQUIREMENTS

- Bachelor's degree with at least 2-3 years of related professional experience in development or grant writing. (Significant related professional experience may substitute for degree.)
- Valid Driver's License.
- Maintenance of organizational membership throughout employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and familiarity with the Girl Scout Leadership Experience, program components, and outcomes (or ability to learn quickly).

- Knowledge of non-profit operations and compliance requirements.
- Excellent writing and communication skills to craft compelling grant proposals and reports.
- Detail-oriented with exceptional organizational and independent judgement skills to manage multiple grants and deadlines effectively.
- Strong research abilities to identify relevant funding opportunities.
- Financial acumen to understand budgets and grant expenditures.
- Ability to build strong relationships with funders and internal stakeholders
- Proficiency with grant management software.
- Proficiency with Bloomerang or similar donor data management software.
- Ability to role model GSCSA culture and represent Girl Scouting in a professional manner.
- Ability to embrace change and strive for continual professional development.
- Ability to speak in public with confidence and professionalism.
- Ability to use Microsoft Office and Customer Relationship Management (CRM) software effectively.
- Ability to format and proof publications in accordance with the Girl Scout brand.
- Ability to lead and collaborate with staff and volunteers effectively.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient eye-to-hand coordination to successfully operate a computer keyboard.
- Sufficient visual acuity to make appropriate judgments with regard to written materials.
- Ability to communicate orally and in writing.
- Ability to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.
- Ability to work extended hours, nights, and weekends occasionally as necessary.

- Ability to travel within Council service area and work in a mobile environment as needed.
- Other demands, as determined by the Council.

KEY RESPONSIBILITIES

- **Identifies Funding Opportunities:** actively researches and identifies potential grant opportunities at the local, state, and federal levels from foundations, government entities, and corporations that align with GSCSA’s mission and strategic goals.
- **Proposal Development:** leads the writing and editing of compelling grant proposals, including narratives, budgets, and supporting documentation, ensuring adherence to funder guidelines, deadlines, and grant management software requirements.
- **Compliance Management:** ensures all grant activities comply with applicable regulations and reporting requirements, including financial reporting in partnership with the GSCSA Finance Department. Monitors the implementation of funded projects, tracks key performance indicators, and compiles data for required reports to demonstrate impact and effectiveness in partnership with the GSCSA Research & Analytics Department.
- **Funder Relations:** cultivates and maintains strong relationships with existing and potential funders through regular communication, updates on project process, and stewardship activities.
- **Internal Collaboration:** works closely with GSCSA teams to identify strategic funding needs, integrate grant requirements into relevant programming or projects (or vice versa), and streamline the gathering of Girl Scout stories and relevant data not collected by the Research & Analytics team. Collaborates with the GSCSA Communications team to elevate funder visibility.
- **Department Support:** supports all Development initiatives and processes including, but not limited to, assistance with annual campaigns and events, donor stewardship efforts, and donor data management.
- Participates fully in cross-functional assignments for the Council’s key performance indicators (including, but not limited to, recruitment, retention, philanthropy, and product).
- Follows established procedures support both team and cross functional goals.
- Provides an exceptional customer service experience to both internal and external customers through timely communication, follow-up and problem-solving.
- Other duties as assigned.

<p>The Girl Scout Council of the Southern Appalachians (GSCSA) is headquartered in Knoxville, Tennessee, and has offices in Chattanooga and Johnson City, Tennessee. The Council serves 46 counties in East Tennessee, Northwest Georgia, and Southwest Virginia.</p>
