

## Non-Profit Grants Manager

**Triangle Family Services (TFS)** is a small-but-mighty nonprofit human services agency with an 80-year history of serving families in crisis in Wake County and surrounding communities. Our life-changing programmatic work includes trauma-focused mental health services, domestic violence interventions, supervised visitation, homeless engagement and financial counseling. To comprehensively support and build our portfolio of grant-based fundraising, we are hiring a **Non-Profit Grants Manager** to conduct the full range of activities involved in the identification, application, tracking and reporting of agency grant awards.

Primary responsibilities include but are not limited to the following:

- Project management: tracking deadlines and deliverables; coordinating collection of required information and documentation; submitting materials in donor-specific formats and portals.
- Writing: preparing narrative for grant and contract applications and reports in alignment with funder requirements and program operations.
- Prospecting: researching new and proposed funding sources to determine agency fit, in support of financial sustainability and diversification efforts; advising agency leadership on potential contacts, meetings and opportunities conducive to furthering grant-related initiatives.
- Administration: as a member of the management team, actively lead and/or participate in agency-wide initiatives that advance quality and compliance designations.

The ideal candidate will have

- excellent communication skills, to include sound writing abilities that effectively balance speed and quality.
- Demonstrated experience and success in a non-profit grant writing and grants management capacity - essential.
- Proficiency in Microsoft Office Suite - required;
- Raiser's Edge experience - a plus

TFS provides equal employment opportunities to all applicants and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Furthermore, **TFS identifies diversity as one our core workplace values.**

TFS is a family-friendly workplace that offers flexible scheduling options and hybrid work arrangements during COVID-19. This position will function in a fast-paced environment that requires both independence and collaboration; **TFS identifies teamwork as one of our core workplace values.** Most TFS employees wear multiple hats and regularly encounter opportunities to expand their skills, knowledge and reach. We take our commitment to our clients and our donors very seriously: we work hard. We also, however, find joy, hope and fun in our daily work activities and collegial interactions.