



# IN OUR OWN VOICES, INC.

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Phone (518) 432-4188 | Fax (518) 432-4123 | [www.ioov.org](http://www.ioov.org)

245 Lark Street, Albany, New York 12210

**Job Title:** Grants Manager

**Reports To:** CEO and Fiscal Director

**Salary Range:** \$57,500 - \$63,500 per year

**Job Type:** Full-time, Exempt

## Position Summary

- The Grant Manager will oversee the lifecycle of all grants at In Our Own Voices (IOOV), with a primary focus on grant administration, compliance, and reporting.
- The Grant Manager plays a vital role in ensuring adherence to grant guidelines, monitoring grant-funded programs, and supporting IOOV's mission of serving LGBTQ+ communities of color.
- This position ensures that grant-funded projects meet all requirements and works closely with fiscal and program staff to maintain compliance and accuracy.

## Roles and Responsibilities:

### Grant Administration and Compliance

- Monitor all active grants to ensure compliance with funder guidelines and requirements.
- Track grant budgets, expenses, and deliverables in collaboration with the finance department.
- Prepare and submit accurate and timely financial and programmatic reports to funders.
- Maintain comprehensive grant files, including applications, contracts, reports, and correspondence.
- Use grant management tools to track deadlines, progress, and financial reporting requirements.
- Ensure timely communication with funders regarding grant requirements or changes.

### Grant Research and Identification

- Identify and evaluate grant opportunities that align with IOOV's mission and organizational goals.
- Build relationships with private, corporate, and government grant-making entities.
- Maintain an updated calendar of grant opportunities, deadlines, and reporting requirements.

### Internal Collaboration

- Collaborate with fiscal and program staff to ensure accurate tracking of grant expenditures and alignment with funder expectations.

- Work with staff to collect data, narratives, and other materials required for reporting.
- Facilitate internal compliance reviews to ensure grant guidelines are met.

### **Grant Writing**

- Assist in writing grant proposals, as needed, ensuring alignment with funder guidelines.
- Support the development of compelling narratives and budgets for applications.

### **Capacity Building and Organizational Support**

- Provide training or guidance to staff on grant-related processes and compliance requirements.
- Stay informed about trends in nonprofit funding, grant management practices, and compliance regulations.
- Support leadership with updates and recommendations regarding grant compliance and performance.

Perform other duties as assigned.

### **Qualifications**

#### **Education and Experience**

- Bachelor's degree in nonprofit management, public administration, or a related field. Master's degree preferred.
- Minimum of 3 years of experience in grant administration, compliance, or financial oversight.
- Proven track record of managing government, corporate, and foundation grants.

#### **Skills and Abilities**

- Strong knowledge of grant compliance, including budgeting, financial reporting, and program tracking.
- Excellent organizational and project management skills.
- Proficiency with grant management tools, financial software, and Microsoft Office Suite.
- Strong written and verbal communication skills.
- Knowledge of LGBTQ+ communities of color and related social issues is highly preferred.

#### **Personal Attributes**

- Commitment to the mission and values of IOOV.
- Analytical mindset with a high level of attention to detail.

- Ability to manage multiple deadlines effectively.
- Professionalism and integrity in handling confidential information.

### **Work Environment and Physical Demands**

- This position is primarily office-based, with the potential for some remote work.
- Occasional evening or weekend work may be required for deadlines or events.
- Ability to travel locally for meetings and funder visits as needed.

### **Working Conditions**

- Prolonged sitting and computer use
- Close visual acuity required for detailed work on computer screens
- Frequent interaction with colleagues and clients via phone and email.
- Primarily in a quiet office settings with significant time spent on computer
- Ability to sit for extended periods with occasional breaks to move around.

*In Our Own Voices is an equal opportunity employer, and all qualified applicants will receive consideration for employment 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.*