



United Way of Graham
& Greenlee Counties

Grant Program Manager

ORGANIZATION OVERVIEW

The United Way of Graham & Greenlee Counties is a dynamic and growing volunteer-driven organization that provides grant and technical support to numerous non-profit organizations in Southeastern Arizona. Our Mission is to enhance the quality of life in our local communities by supporting programs in education, income, and health – the building blocks of a good life. This position provides the successful candidate with an extraordinary opportunity to help address the social, economic and health challenges faced by vulnerable families in our two target counties.

POSITION DESCRIPTION

The Grant Program Manager has overall responsibility for managing and coordinating the grant administration process:

- Manage the timeline for submission of grant applications, the follow-up with grantees and the application review process;
- Provide outreach/education to ensure funding guidelines, priorities, and the overall grant process are understood by the non-profit community;
- Deliver technical support and guidance to implementing partners to enhance the quality and responsiveness of the application and reporting processes;
- Work with our impact assessment contractor, True Impact, to collect and compile result-related data; assess progress/problems related to UWGG strategic goals and objectives; and assist leadership in key strategy decisions;
- Coordinate activities of the external grant review committee (which analyses grant applications and makes recommendations to the UWGG Board); and
- Develop and manage a system for tracking, forecasting and monitoring grant expenditures, including maintaining records/documentation of expenses related to the grant portfolio.

Additional Responsibilities:

- The Grant Manager will also perform some administrative tasks, including: assisting the CEO and Board Treasurer with account deposits and invoice handling; coordinating with the Board Communications and Public Relations Committee in developing impact stories and strengthening UWGG social media endeavors; and preparing meeting minutes when required;
- Other tasks as required.

The successful candidate will report directly to the UWGG Chief Executive Officer and will liaise with both the Board's Community Grant Advisory Committee and Communications & Public Relations Committees. The position is based in the UWGG office in Safford, AZ, Monday through Friday.

- Full-time position with starting wage in range of \$45,000 to \$60,000, depending on experience
- Growth potential, mentoring/coaching, and training
- Competitive Benefits

Qualifications

- Bachelor's degree or equivalent work experience

- 3-5 years of experience with grant-writing and/or grant administration or directly applicable experience
- Outstanding interpersonal skills with ability to work with diverse groups
- High level of independent thinking, sound judgement, and ethical reasoning
- Ability to adapt to a changing work volume while maintaining high quality standards
- Proficient in Microsoft Windows and Microsoft Office: Word, Excel, PowerPoint.
- Experience working in databases, including entering and editing data, pulling reports, reviewing data, and providing analysis.

Please submit your résumé and cover letter via email to dbenton@grahamgreenleeunited.org by close of business on June 30, 2022.