

## **CATHOLIC SOCIAL SERVICES JOB DESCRIPTION**

**TITLE:** Grant Development Director  
**DEPARTMENT:** Grants  
**STATUS:** Full-time / salary / exempt  
**SUPERVISED BY:** Operations Officer  
**UPDATED:** 02/12/2021

### **JOB SUMMARY:**

Catholic Social Services (CSS) is looking for a Grant Development Director to collaborate with grantors, CSS program managers and administration to identify fundable projects fitting CSS organizational strategies, conduct research, and write proposals to secure privately and publicly funded grants. The Grant Development Director and their team are responsible for identifying new grant opportunities, applying for grants, reporting to grantors, preparation of grant budgets, and reporting grant status to CSS Management on a monthly basis. This position supervises the Grants and Contracts Administrator, Grant Analyst, and the Grant Writer positions.

### **QUALIFICATIONS:**

**Competencies:** Must be able to maintain program/guest/agency confidentiality and treat each individual with dignity and respect. Must be a team player, demonstrate motivation, exercise discretion and dependability, adhere to business professional code of ethics, be well organized, support the overall mission and direction of CSS, and function well under stressful conditions.

**Education/Experience:** This position requires a minimum of Bachelor's degree and practical experience working with grants.

### **Skills:**

1. Must possess knowledge of Federal, State, Municipal and other grant regulations, practices, and reporting requirements.
2. Must be able to communicate clearly and professionally (orally and in writing) with employees and agency management.
3. Must be able to manage time and prioritize tasks despite competing demands.
4. Excellent writing skills and knowledge of the Microsoft Office suite are required.

### **DUTIES & RESPONSIBILITIES:**

#### **Grant/Contract Administration:**

1. Identify grant opportunities.
2. Participate in and oversee the writing of all grant and funding proposals.
3. Oversee tracking the status of all grant applications.
4. Grant oversight to ensure CSS is in compliance with all grant provisions.
5. Coordinate all required grant revisions with Grant, Program and Finance staff.
6. Oversee and track the status of all grant revisions.
7. Oversee the renewal of grant and funding proposals.
8. Oversight of research pertaining to potential grant or funding opportunities.
9. Must be competent in working across different funding types including Federal, State, and Private organizations.

#### **Communications:**

1. Work closely with Development to assist in stewardship of major donors.
2. Act as the initial contact and focal point for all grant/contract related communications from both inside and outside the agency.

**Data Management and Reporting:**

1. Gather required data from Program and Finance staff to assemble and file complete and grant accurate applications and proposals.
2. Review grant data and reporting requirements and oversee CSS compliance with those requirements.
3. Communicate with other departments so all are aware of grants in progress.

**Support:**

1. Act as a resource for Program, Administrative and Management staff by providing accurate and current advice regarding grant related issues. Maintain a high level of awareness related to Federal, State, Municipal and other grant agency requirements.
2. Coordinate the CSS grants committee.
3. Assist with program development to gain better understanding of funding needs and to improve grant applications.

**General:**

1. Support agency activities and events as required.
2. Attend meetings as requested.
3. Review files to ensure all necessary information and documentation essential to establish a complete audit trail for financial accountability is available.
4. Research, organize, and prepare appropriate documentation.
5. Other duties as assigned.

**PHYSICAL REQUIREMENTS:**

1. Ability to work at computer terminal for long periods of time.

**Training Requirements:**

1. Must attend agency and department orientation.
2. Must attend all staff meetings and in-service trainings as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_