



3805 Marshall Street, Suite 100
Wheat Ridge, CO 80033
(P) 303.422.2133
(F) 303.422.5707
www.thefamilytree.org

Director of Grants Administration

Description

The Director of Grants Administration is responsible for preparation and submission of government, foundation/corporate grant proposals and reports, research for potential funding sources, administration activities related to grant awards, and donor management entry for grants and grant reports. This position works collaboratively with Family Tree Executive Team members, Finance team and program team members.

This is a full-time, exempt position with a hiring salary range of \$52,495-\$64,332 per year. This position is typically Monday-Friday 8:30-5:00 PM. Benefits information can be found on Family Tree's career page at <https://www.thefamilytree.org/careers>.

Essential Duties/Responsibilities

This position manages the entire grant proposal process including managing deadlines, understanding funding priorities, collecting all supporting documentation, seeking and receiving input and edits, and assuring timely submission of applications. Manages the entire process of activities related to grant awards including writing the acknowledgement, communicating with the database coordinator about coding, and communicating with internal and external constituents around contract execution, and extending a personal thank you. Works collaboratively with program team members and the Executive Team to ensure a high quality application. Ensures all information that is being shared with funders is reviewed and approved by program leaders and possess a willingness to learn and understand what language needs to be updated and adjusted to meet the change and growth of each program. Researches and identifies potential funding resources on an ongoing basis. Works with Chief Development Officer to ensure foundation/corporate/government revenue goals are met on a monthly, quarterly and annual basis.

Other Duties

Supports the mission of Family Tree and seeks to learn about each program in order to authentically share the goals and outcomes of Family Tree. Assists in newsletter development, update external websites that share information related to Family Tree such as Guidestart and Community First Foundation. Attends all Gifts and Community Support Team meetings and other meetings as requested.

Knowledge, Skills and Abilities

Experience in federal, state, local and community grant writing and reporting activities for nonprofit organizations. Strong ability to manage deadlines, set priorities, and coordinate multiple tasks. Excellent writing, proofreading and editing skills. Excellent organizational skills. Excellent written and verbal communication skills with attention to detail. Should be proficient with MS Office. Excellent time and project management skills. Ability to work independently and within a team. Strong communication skills necessary to work with internal and external constituents. Skills in creativity, problem solving and research are highly desired.

Education or Formal Training

Bachelor's degree or equivalent experience preferred.

Working Environment

The Family Tree Gifts & Community Support (GCS) team maintains a positive and collaborative work environment. It is important to strive for excellence in the essential responsibilities of the Director of Grants Administration and also to contribute when needed to help the team and its



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members succeed. Maintaining open, responsive communications helps the team run more smoothly. Family Tree, including the GCS team, is professional, knowledgeable, ethical, and dedicated to the mission of the organization.

Physical Activities

Position requires ability to work flexible hours, including some evenings and some weekends. Requires the ability to travel to and from meetings in the metro area. Ability to communicate with staff and community representatives. Must be able to use a phone and computer with or without accommodation. Requires the ability to perform routine office duties such as typing, filing, writing etc.

Note: Job descriptions are not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated.