

ADP TOTALSOURCE / AIDS FOUNDATION HOUSTON, INC. JOB DESCRIPTION  
JOB TITLE: Grants Oversight Manager

---

Reports To: Director of Development	Status: Exempt
Prepared by: ADP TotalSource	Revised: 2021

---

Summary: The purpose of this position is the management, oversight, and administrative function of the agency's grant application and management process. This includes developing and writing LOIs and proposals to secure private and public funding, steward those relationships, identify new funding sources, ensure grant reporting requirements are met, and support the overall efforts of the development department. This includes events, special campaigns, volunteer activities, internal and external messaging, and maintaining the position's portfolio within the Salesforce donor database.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Core duties and responsibilities include the following. Other duties may be assigned.

Planning

1. Manage the agency's grant funding efforts as it pertains to private foundations, corporations, third-party fundraisers, and public/government opportunities.
2. Develop and maintain a grant calendar for all funding requests.
3. Develop a comprehensive strategy for conducting prospect research that aligns with the AFH strategic plan, agency budget, AFH style guide, and fund development goals.
4. Manage project timelines and meetings to ensure that all project and grant submission deadlines are met.
5. Develops forms, processes, procedures, grant tracking tools, and policies for the purpose of implementing a consistent grant application methodology.
6. Work with Director of Development, Finance, and Compliance to ensure consistent and timely execution of grant agreements, contracts, and relevant budget and reporting requirements.
7. Steward relationships with funders and supporters through in-person meetings and written communications.
8. Work with Compliance and Program Directors to develop reporting tools and policies to ensure efficient and effective data for specific programs as well as agency-wide.
9. Assist the development department and overall agency with messaging, branding, and communications.

Daily Duties and Tasks

1. Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
2. Draft and edit letters of intent/inquiry (LOIs), grant proposals, online submissions, acknowledgments, reports, and necessary supporting documents for complex proposals to current and prospective funders.
3. Coordinate and manage all grant processes (e.g. evaluations, budget, finance, reports, etc.) for the purpose of ensuring compliance with the funder guidelines.
4. Manage the submission process of public/government grants and funding.
5. Monitors proposals and funding application requirements (e.g. presentation (number of copies and binding), content, delivery method and labeling, deadlines, eligibility for grant, etc.) for the purpose of utilizing time and resources to maximize successful

awarding of grant funds.

6. Supports database coordination and assists in the upkeep of Salesforce.
7. Provides administrative and writing support to the development department.
8. Assists with the special event coordination.
9. Acts as development liaison with regards to AFH's other development/volunteer activities.
10. Researches grant opportunities (e.g. facility improvements, curriculum development, administrative needs, etc.) for the purpose of developing additional funding resources for both current and proposed services, programs and administrative operations as well as serving as a clearinghouse for potential grant funding opportunities.

#### Compliance and Monitoring

1. Follows all protocols as required by funding sources and additional AFH protocols.
2. Follows AFH Policies and Procedures and maintain agency policies and procedures regarding confidentiality, consent, and grievance and client rights.
3. Maintains and submits in a timely manner concise documentation, consumer demographics, client feedback surveys, activity report forms, linked referrals, invoices and other required forms according to departmental standards.
4. Submits required personnel paperwork and financial paperwork on time and accurately.
5. Develops outcomes and progress reports on the effectiveness of the program.
6. Follow all regulatory requirements for reporting suspected abuse or neglect.

#### Networking

1. Ability to lead by example and to represent AFH professionally in the community
1. Works closely with appropriate staff to submit proposals for existing programs. Ability to form professional relationships with client/consumer population members and establish professional relationships with corporations, academic institutions, faith communities, and service organizations.
2. Attends department, agency-wide staff meetings and other meetings as scheduled.
3. Frequently checks AFH's main source of communication; emails and the AFH Intranet announcement board.
4. Makes presentations to internal and outside groups on AFH programming and development efforts.
5. Ability to provide current HIV prevention education and related chronic disease trends in epidemiology, treatment and prevention methodologies and information on all AFH programs for the community.

#### Team Functions

1. Supports other employees' efforts to serve clients and the community.
2. Acts as a cooperative member of the AFH team.
3. Supports and supervises coordinators, interns, and volunteers placed within the development department.

#### **SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION AND/OR EXPERIENCE:

Bachelor's degree (B.A./B.S.) in Journalism, Communications, Public Relations, Marketing or English or related field required from four-year college or university; or three years related experience and/or training; or equivalent combination of education and experience.

#### COMPUTER SKILLS:

To perform this job successfully, an individual must be proficient in all Office software, knowledge of typical fundraising software; Internet software; spreadsheet software (Excel).

#### LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### OTHER SKILLS AND ABILITIES:

- Ability to communicate professionally both verbally and in writing.
- Ability to be culturally sensitive and linguistically competent in serving the needs of a highly diverse clientele including but not limited to all racial, minority, and ethnic groups, as well as substance abusers, homeless, gay/lesbian, bi-sexual, transsexual, and transgender populations
- Ability to provide crisis intervention as a part of a team.
- Ability to work as a highly cooperative member of a team of department staff and volunteers in the integration of services.
- Ability to form professional relationships with target population members.
- Ability to work flexible schedules, including evenings and weekends as needed.
- Knowledge of general office practices and procedures.
- Knowledge of AFH policies and procedures.
- Ability to prioritize multiple tasks.
- Ability to use considerable judgment and initiative required to establish work procedures.
- Ability to make decisions in accordance with established policies and procedures.
- Ability to perform routine bending/stooping while filing and performing office/outreach duties.
- Ability to perform routine twisting/reaching while working at computer/desk and performing office/outreach duties.
- Ability to perform routine walking/standing during course of day and while performing office/outreach duties.
- Ability to hear and speak well enough to converse over telephone and while performing duties 100% of the time.

- Ability to see well enough to use computer and read computer reports and correspondence 100% of the time.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or listen. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

#### COMPETENCIES:

- Problem solving-Identifies and resolves problems in a timely manner; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Technical skills-Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Customer Service-Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Interpersonal Skills-Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral Communication-Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- Written Communication-Writes clearly and informatively; edits work for spelling and grammar; varies style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Teamwork-Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.
- Leadership-Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others.
- Quality Management-Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- Diversity-Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- Ethics-Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Organizational Support-Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities.

- Judgment-Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Planning/Organizing-Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.
- Professionalism-Approaches others in a tactful manner; reacts well under pressure; treats other with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Quantity-Meets productivity standards; completes work in a timely manner; strives to increase productivity; works quickly.
- Adaptability-Adapts to changes in the work environment; Manages competing demands; able to deal with frequent change, delays or unexpected events.
- Attendance/Punctuality-Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability-Follows instructions; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative-Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.
- Innovation-Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work

Qualified applicants may apply by emailing a cover letter and resume to Amy Leggio at [Leggioa@afhouston.org](mailto:Leggioa@afhouston.org)