



## **Grant Manager**

Working at United Against Human Trafficking (UAHT) means becoming part of a passionate and dedicated team working to end human trafficking and empower survivors. Our team is committed to making a tangible impact by providing direct services, raising awareness, and advocating for systemic change. As a Grant Manager at UAHT, you will play a pivotal role in driving this mission forward by securing the funding necessary to sustain and grow our programs.

The Grant Manager is responsible for leading and managing the entire grant lifecycle, including identifying funding opportunities, writing grant proposals, managing reporting, and maintaining funder relationships. This position will serve as the primary liaison between the development, finance, and program departments to ensure alignment in grant submissions and compliance with grant requirements. The Grant Manager will also oversee the grants calendar and ensure timely submissions and reports. This is a full-time position that reports directly to the Chief of External Affairs.

### **Education/Experience**

- Bachelor's Degree required
- A minimum of 3-5 years of experience in grant writing, grant management, and nonprofit fundraising
- Experience in project management and cross-departmental collaboration preferred

### **Qualifications:**

1. Demonstrated ability to write successful grant proposals and manage the grant lifecycle
2. Knowledge of Foundation Center, regional foundations, and corporate giving programs
3. Strong organizational and project management skills
4. Exceptional writing, editing, and communication skills
5. Ability to effectively collaborate with diverse internal and external stakeholders
6. Experience in budget development and financial reporting
7. Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and donor management software

### **Responsibilities:**

1. Lead the development and implementation of a comprehensive grants strategy
2. Identify and research prospective foundation, corporate, government, and faith-based funding sources
3. Develop and maintain a grant calendar to track deadlines, submissions, reports, and renewals
4. Write and submit compelling letters of inquiry, grant proposals, and funding reports
5. Work closely with the Director of Finance and program leadership to create accurate budgets and financial reports aligned with grant guidelines

6. Manage all aspects of grant reporting, ensuring timely submission of narrative and financial reports
7. Build and maintain relationships with funders, including coordinating site visits and funder meetings
8. Collaborate with program staff to monitor grant-funded project progress and ensure compliance with grant agreements
9. Maintain accurate grant records in donor management systems and internal files
10. Conduct stewardship efforts to engage funders and provide ongoing updates on program outcomes
11. Lead cross-departmental coordination to gather necessary information for proposals, reports, and audits
12. Provide training and support to staff on grant compliance and reporting expectations
13. Track and analyze grant performance metrics to inform future fundraising strategies
14. Perform other duties as assigned by the Chief of External Affairs.

### **Team Relationships**

1. Balances team and individual responsibilities; exhibits objectivity and openness to others' views
2. Gives and welcomes feedback
3. Inspires and motivates others to perform well; gives appropriate recognition to others
4. Acts respectfully and supportively towards other team members' efforts
5. Accepts responsibility and willingness to be accountable for work product and professional growth
6. Identifies and resolves problems in a timely manner; works well with group problem solving situations; uses reason even when dealing with emotional topics
7. Displays willingness to make decisions; exhibits sound and accurate judgement; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

United Against Human Trafficking (UAHT), is an organization whose mission is to end human trafficking through educating the community, preventing exploitation, and empowering survivors. We fight so that all may live free.

UAHT is an equal opportunity employer and provides a number of benefits to qualified employees. Normal business hours are Monday through Friday from 9:00 AM – 6:00 PM, however this is a full-time position requiring flexible hours including evenings and weekends.

To apply for this position, please send a resume and cover letter to [hr@uaht.org](mailto:hr@uaht.org). To learn more about the organization, visit [www.uaht.org](http://www.uaht.org).

**Salary:** \$55k