



SANNEH

Grants Officer Job Description



Job Title:	Grants Manager	Job Category:	Advancement
Department/Group:	Professional Staff	Job Code/ Req#:	
Location:	The Sanneh Foundation	Travel Required:	Yes
Level/Salary Range:	Commensurate with Qualifications	Position Type:	Full Time
HR Contact:	Jade Adams-HR Generalist	Date Posted:	
Will Train Applicant(s):	Yes	Posting Expires:	Until filled

External Posting URL:	http://thesannehfoundation.org/about-us/careers/
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The Sanneh Foundation

The Sanneh Foundation (Sanneh) is a Saint Paul, Minnesota-based 501(c)(3) created to serve the holistic youth development needs of the increasingly diverse Twin Cities metro. Sanneh is a youth-oriented organization with a dual-track model focusing on participants (clients) and providers (organizational staff) to support both entities and to launch their careers.

Sanneh empowers youth by supporting and promoting educational attainment through in-school and after-school support, improves lives by providing programs that strengthen physical health and social and emotional development, and unites communities by advancing diversity, equity, and community well-being of both.

Mission:

The mission of The Sanneh Foundation is to Empower youth, Improve lives, and Unite communities.

Vision:

Sanneh's nationally recognized programs are designed to address the range of social factors that empower youth and improve community well-being through culturally responsive and equitable access to programs, opportunities and environments.

Values:

- Building Community
- Caring & Compassion
- Diversity & Inclusion
- Education
- Integrity
- Inspiring Excellence
- Innovation & Leadership
- Fun
- Character Building

Overall Description

Reporting to the Director of Institutional Giving, the Grants Manager is responsible for supporting Sanneh's institutional fundraising and advancement operation efforts/initiatives. This consists of research, development, writing, and submission of all grant and other funding request proposals and applications. In addition this position will be expected to forge relationships with internal and external stakeholders and communicate Sanneh's story and impact in the community. The Grants Manager will be a key cross-functional partner in executing strategy to engage donors and external stakeholders in support of Sanneh's mission.

Duties Performed

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- 70% of time will be spent researching, writing, and reporting on grants
- 20% of time will be spent prospecting and cultivating grant sources
- 10% of time spent on account management
- Responsible for supporting the Advancement Department in the research, development, writing, & submission of all grant and other funding request proposals & applications
- Responsible for writing proposals for both unrestricted operating revenue & restricted revenue generating projects
- Manage government, corporate, foundation & other funding grants
- Manage all aspects of the Grant Process, Systems, & Reporting
- Implement best grant practices as part of TSF's overall Development strategy
- Spearhead internal & external research to identify opportunities for grants
- Collaborates effectively with internal staff to compile data and express impact to support grant, funder, and supporter impact reporting
- Ensure diligent follow-up on grant agreements and reports
- Track grant opportunities to ensure timelines, plans & pipelines are up to date
- Coordinate with Vice President of External Affairs Advancement on all funder relationships
- Remain up to date on current and future organizational priorities & programs in an effort to identify appropriate grants
- Provide administrative support as needed for organizational initiatives
- Support annual advancement initiatives as required and/or requested

Qualifications and Requirements:

- Bachelor's Degree
- 3+ years grant writing experience
- Ability to articulate & support the mission of TSF and its programs
- Excellent technical writing skills (persuasive writing, grammar, copy-editing), verbal, & interpersonal communications skills
- Excellent attention to detail in crafting grant narratives, budgets, & other grant documents
- Ability to handle fluctuating priorities with a positive & energetic attitude
- Professional attitude - ability to establish & maintain effective relationships & partnerships with key stakeholders
- Proficient in Microsoft Office Suite, google, & Excel, and knowledge of bloomerang and CRM databases
- Demonstrated ability to exercise independent judgment
- Demonstrated ability to manage multiple tasks and strong organizational skills
- Ability to meet aggressive government, corporate and foundation fundraising goals
- Ability to work independently and with minimal supervision

Additional Info:

- Competitive Salary & Benefits commensurate with experience and qualifications
- ~~Develops-relationships-and-collaborates-with-key-internal-and-external-stakeholders-to-secure~~ philanthropic support for general operations, capital campaigns, and programs
- Maintains proficient knowledge of the organization's history, programs, and service delivery
- Responsible for the project management for foundation and corporate funding through donor lifecycles

Administration and Operations

- Assists with maintaining information in Bloomerang (CRM) and supports data health, integrity, and accurate reporting.

Other Duties as Assigned.

Qualifications and Education Requirements

- Bachelor's Degree in Business, Marketing, Communications or English and minimum of three (3) years of relevant fundraising experience.
- Experience working with diverse populations.
- Excellent written and oral communication skills (especially grant writing and making presentations to internal and external constituencies).

- Results-driven, solution-focused, and creative.
- Strong organizational, accuracy, and attention to detail skills.
- Ability to be flexible and work well under pressure in a fast-paced, multi-tasking environment.
- Must be a problem solver who is also willing to take responsibility for facility tasks.
- Emotional maturity and adaptability to workload demand and requests are required.
- Ability to utilize complete discretion while handling confidential and sensitive information.
- Ability to work a flexible schedule including early morning to the late evening, holidays, weekends, etc.
- Experience with program review/evaluation and measurement are highly desirable but not a requirement.

How to Apply:

Please send a cover letter, résumé, and three professional references to Ms. Jade Adams at Hr@thesannehfoundation.org. Applications are accepted until the position is filled.

When writing your cover letter please consider the following questions:

- Why do you want to work at The Sanneh Foundation?
- How can you advance the Diversity/Equity/Inclusion and Social Justice agenda at Sanneh?
- What opportunities have you had working and collaborating in diverse, multicultural, and inclusive settings?

Physical Demands and other notice

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 functions of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; and frequently required to taste or smell; occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 50 pounds; regularly lift and/or move up to 25 pounds. VISION: See in the normal visual range with or without correction. HEARING: Hear in the normal audio range with or without correction.

The Sanneh Foundation is an affirmative action & equal opportunity employer. D/V/M/F. Applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, or veteran status. If you require an accommodation to apply for a position, please contact us at: 651.690.4855.

THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT AND REQUIREMENTS FOR THE PERFORMANCE OF THIS JOB. WE ACKNOWLEDGED THAT THIS POSITION DESCRIPTION IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES, OR REQUIREMENTS

Reviewed By:		Signature & Date:	
Approved By:		Signature & Date:	

Grants Manager Position Description November 18-2022