

FIRST CALL JOB DESCRIPTION

Title: Grants Manager
Department: Administration
Report to: Chief Development Officer

Why First Call?

First Call's values of person-centered service, community, collaboration, and kindness are foundational for the agency's focus on accessibility, commitment to data-driven practice, and diversity, equity, and inclusion (DEI) as we work toward our mission to reduce the impact of alcohol, drugs, and addiction by providing quality resources for individuals, families, and the community.

Position Summary

This position is responsible for grant writing and compliance across programs at First Call, including prospect research, proposal writing, and post-award grant reporting. This position requires working knowledge of different levels of funding, including federal, state, county, and private foundation and their requirements related to contract or grant funds. This position will be responsible for roughly 70 - 90 written proposals annually.

Major Functions

1. Grant proposal research, preparation (writing, submission, and reporting) and application targeting private foundations, corporate partners and public grants (local, state, and federal) for First Call program and operating budgets
2. Work in tandem with staff to manage all grant-mandated reporting efforts across designated programs at First Call
3. Maintain external community profiles for First Call, including Guidestar, SAM, and United Way
4. Research best practices around grant funded recovery and prevention programs, data collection tools, and client tracking
5. Work collaboratively across teams to understand and communicate departmental and agency-wide needs
6. Conduct prospect research and identify new foundation/corporate/public funding prospects to add to the donor pipeline
7. Some in-town and out-of-town travel may be required to complete position responsibilities.
 - a. Work hours will include some weekend and evening activities.
8. Other duties as deemed appropriate for the fulfillment of the mission of First Call; including but not limited to backup front desk coverage.

Knowledge and Critical Skills/Expertise

1. Bachelor's Degree; preferred candidate has related experience in behavioral health and the special populations First Call serves
2. Proven track record of successful grant writing including foundation, corporate, and public funding proposals
3. Excellent writing, interpersonal and organizational abilities; must be able to juggle concurrent priorities
4. Self-motivated worker who takes initiative; must be able to meet deadlines
5. Knowledge of Kansas City funding landscape and tools that can support prospect research

Working Conditions

1. The First Call main office is open to the public from 9 a.m. to 5 p.m., Monday-Thursday, with remote work and a closed building on Fridays. Employees are given up to 1 hour for lunch and/or breaks each day. First Call values flexibility; as such, employee schedules and locations for work throughout the week will be determined by the needs of their position and set in consultation with their direct supervisor.
2. Applicants must have access to reliable internet for at-home work days.
3. First Call provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of

employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

4. First Call's Commitment to Diversity: First Call recognizes that systemic racism, discrimination, and stigma have impacted accessibility of harm reduction tools, prevention efforts, and treatment of substance use disorders for individuals, families, and communities we serve. First Call affirms our ongoing responsibility to build strategic initiatives and foster environments in which all people are respected, included, and afforded equitable outcomes.

Benefits

Salary Range: \$45,000-\$55,000

At First Call, we recognize that a comprehensive, whole-person employee benefits plan for our staff is key to providing our clients with the quality care and treatment they need. Our staff benefits and perks plan is designed to provide tools to help promote health, wellbeing, balance, and safety in each area of life. We offer a hybrid (in office & work from home) schedule as well as flexibility in scheduling for better work/life balance.

Our benefits plan focuses on six key areas - Equal Opportunity Employment and a DEI-focused environment, generous paid time off, 12 weeks paid parental leave, 13 paid holidays, an agency funded whole-person health and life package (including a 100% coverage of employee healthcare premiums), personal and team development opportunities, and board & leadership defined staff safety and wellbeing policies.

