

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 and commitment to data-driven practice 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 crucial position is responsible for all aspects of the organization's grant management, including identifying potential funding sources, researching grant opportunities, writing and submitting grant proposals, managing awarded grants, ensuring compliance with funder guidelines, tracking project progress, and reporting. 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 program and operating budgets.
2. Write compelling grant proposals, including narratives, budgets, and required attachments that communicate the organization's goals, needs, and impact.
3. Collaborate and work closely with program staff to gather information, data, and insights needed for proposal development and reporting.
4. Conduct prospect research and identify new foundation/corporate/public funding prospects to add to the donor pipeline.
5. Research best practices around grant funded recovery and prevention programs, data collection tools, and client tracking
6. 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.
7. 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. Demonstrated success in grant writing including foundation, corporate, and public funding proposals
2. Excellent verbal and written communication
3. Exceptional grant management/project management; must be able to manage multiple projects and deadlines
4. Knowledge of Kansas City funding landscape
5. Strong research skills

Preferred Education

Bachelor's degree; preferred candidate has experience in behavioral health funding.

Experience:

1. Minimum of three years in grant writing or management;
2. Demonstrated experience with local, state and federal funders.

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. 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. Employee must have access to reliable personal transportation, access to reliable internet for at-home work days.

Salary Range \$55 – 60,000 DOE

To Apply: Email letter of interest, resume & references to careers@firstcallkc.org.

Equal Employment Opportunity

First Call provides equal employment opportunities to all employees and applicants for employment. 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.

Benefits

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, generous paid time off, 13 paid holidays, an agency funded whole-person health and life package (including 100% coverage of employee healthcare premiums and 3 months fully paid parental leave), personal and team development opportunities, and board & leadership defined staff safety and wellbeing policies.

