



Thrive DC is a “one stop shop” working to end and prevent homelessness in Washington, DC. We believe everyone has the potential to thrive when supported with caring, compassion, and dignity. We are looking for a passionate, detail oriented storyteller to help connect institutional funders with a community where their resources can make a concrete difference in the lives of our city’s most vulnerable residents.

Job Title:	Grants Manager
Reports to:	Development Director
Hours:	40 hours/week; Monday-Friday
Status:	Full-time
Location:	Hybrid, Minimum one day a week onsite
Salary:	\$55,000 - \$65,000

Summary

The Grants Manager is responsible for building relationships with and securing grants from public and private foundations and government entities, as well as collecting data and narrative information from program staff and submitting reports back to funders.

Qualifications

Required:

- Bachelor’s degree.
- 2-3 years of related development or nonprofit experience.
- Ability to cultivate and steward relationships with external constituents.
- Experience writing grant proposals and reports.
- Excellent oral and written communication skills, including the ability to collaborate and work effectively with a diverse group of staff, volunteers, and clients.
- Outstanding organizational and time management ability.
- Proficiency in MS Office applications (Word, Excel, PowerPoint, etc.).
- Strict attention to detail.
- Demonstrated ability to work on multiple projects and consistently meet deadlines.
- Strong work ethic, enthusiasm, sense of humor, creativity, flexibility, and patience.

Desired:

- Familiarity or experience with online grant submission platforms.
- Experience with managing a government grant.
- Experience with underserved and/or homeless populations.

Key Responsibilities

- Secure funding from public and private foundations and government entities.
- Develop an annual strategy to meet or exceed foundation and government revenue goals.
- Research and identify new funding opportunities.
- Cultivate and steward relationships with foundation program officers and government and other decision makers.
- Prepare and submit letters of inquiry, proposals, and reports.
- Maintain grants tracking schedule, foundation and government activity logs, and grant files.

Additional Responsibilities

- Take initiative and work independently with little supervision.
- Manage conflict and challenges pleasantly and professionally in a manner that produces positive results for all constituents.
- Serve as an advocate for Thrive DC's clients in the greater community.
- Provide occasional coverage during Thrive DC's social service programs when needed; may include occasional physical labor including lifting, carrying, cleaning, etc.
- Other duties as assigned.
- Some evening and weekend work may be required for special fundraising events and activities.

How to apply

Please send a **thoughtful cover letter** addressed to Greg Rockwell, Director of Development and **resume** to: HR@thrivedc.org.