



Thrive DC provides meals, basic emergency services, crisis assistance, emergency pantry services, substance use disorder education as well as other support services to vulnerable individuals (experiencing homelessness, low-income, returning citizens, etc.), in a safe, stable environment in Washington, DC.

Job Title: Grants Manager
Hours: Full-time
Schedule: Minimum 4 days per week on site; there is no option to work remotely on Friday.
Reports to: Executive Director

Qualifications

Required:

- Bachelor's degree.
- Superior organizational skills with a high attention to detail and accuracy.
- Ability to write competitive grant applications and reports
- Ability to independently manage workload and know when to manage-up with work challenges.
- Ability to review financial documents that funders require for proposals and reports.
- Some related experience in a community-based, nonprofit setting.
- Strong work ethic and ability to work independently and as part of a team.
- Enthusiasm, sense of humor, creativity, flexibility, and patience.
- Experience using the Google Suite of Products (Calendar, Docs, Sheets, Slides, Forms and Meet)

Preferred:

- At least three years of previous experience in a development position at a nonprofit organization..
- Experience with government grants and reporting.
- Familiarity with donor databases and a willingness to learn new databases.
- Bilingual; (Strong interest in Mandarin, Vietnamese, or Hmong speakers based on client languages.)

Key Responsibilities:

- Conduct prospecting for private foundations and government agencies to identify new grant opportunities that match Thrive DC's programmatic needs. Maintain relationships with staff members working at funding organizations.
- Attend webinars hosted by current and prospective foundation and government agency funders.
- Monitor grant-funded projects to ensure that all deliverables are met during the grant period. This work includes tracking deadlines and communicating these deadlines to staff members in a professional and timely fashion.



- Write all government and foundation grant proposals and reports, or manage the writing of these reports to ensure that submissions are completed in a timely fashion. Coordinate the review and updating of the reports with relevant program staff.
- Coordinate with the Executive Director to prepare the budgets and other financial documents required for grant proposals and reports.
- Provide grant and foundation-related revenue summaries to the Executive Director, in preparation for Board committee meetings.
- Provide weekly updates to Executive Director related to all foundation and grant work, including upcoming deadlines, funding opportunities, and other related information.
- Collaborate with Communications Associate to identify opportunities for highlighting Thrive DC's relationships with foundations and government agencies to amplify Thrive DC's presence on social media.

Additional Responsibilities:

- Work with the Director of Programs to craft grant proposals aligned to programmatic priorities.
- Take initiative and work independently with little supervision.
- Have the ability and willingness to staff Thrive DC's daily breakfast program and/ or Food Pantry at least one morning a week. Additionally, the entire team works the breakfast program together every Friday morning.
- Other duties as assigned.

To Apply:

Please send a thoughtful cover letter and your resume, in PDF format to: HR@thrivedc.org. Please use the subject line "Grants Manager Application"