

Grant Manager Job Description

Vision - *the outcome we aspire to achieve*

We envision a Colorado where everyone has what they need to succeed.

Mission - *how we work toward our vision, what makes us unique*

To stand with diverse communities across Colorado in the fight against poverty through research, legislation and legal advocacy. Tagline: Standing with diverse communities against poverty

Core Values - *principles that guide our work and how we operate*

Equity: The barriers to success are higher for certain groups due to historical oppression, ongoing discrimination, and an economy that advantages those who have more over those who have less. We advance laws and policies that address those wrongs so everyone can have what they need to succeed.

Integrity: The design and implementation of solutions to social problems requires careful planning and community trust. We are deliberate and ethical in our work to ensure the results are reliable, unbiased, grounded in fact, and driven by our mission to end poverty.

Strategic Advocacy: Creating lasting social change requires successful implementation of effective policy. We use collaboration and research to inform our agenda and legislative and legal expertise, relationships with decision makers, and informed political strategies to advance and implement that agenda.

Collaboration: We are one part of a broader effort to eliminate poverty and ensure everyone has what they need to succeed. We stand with that anti-poverty movement and honor the combined strength that comes from trusted relationships, shared knowledge, and teamwork.

Community Engagement: People burdened by poverty and discrimination know what needs to change. We seek to understand their ideas, honor their priorities, grow their leadership, and increase their access to drive system change.

Summary

The Grants Manager will work to manage and communicate grant writing and administration, grant data management, and prospecting to advance CCLP's mission, under supervision. The Manager communicates and plans efforts to advance a collaborative economic and racial equity agenda to improve the lives of Coloradans experiencing poverty. The Manager will manage work to advance the position of CCLP to be a vital and integral part of the economic and racial equity movement in Colorado. The Manager adheres to, and participates in staff development activities, transition planning, across all departments and administrative areas, and participates in organizational efficiency and efficacy.



Essential Duties and Responsibilities

- Participate in development of skills, knowledge, and independence, fostering teamwork and communication.
- Plan and manage grant functions to build CCLP staff and volunteer capacity, high-quality grant data management system, grant reporting, proposals and prospecting, and participate in implementation of a work plan that establishes a scope of work consistent with CCLP's mission and values, utilizing input from the research team and coordinated with other CCLP departments.
- Communicate, manage and plan with purpose, for clarity and to maintain CCLP's role as a resource for fellow organizations, providing grant proposals, reports, and materials that support the policy goals of Coloradans facing poverty by exemplifying the highest level of quality and integrity.
- Plan, communicate and manage CCLP's grants to engage internal and external audiences, that are made independently or in conjunction with associates, partners, communities, organizations, or other stakeholders while participating and managing productive relationships with national, state and local organizations, coalitions, foundations, and key elected and appointed officials.
- Manage and participate closely with CCLP efforts in development, legislation, litigation, coalition-building and community outreach, and communication to maintain consistency in CCLP's approach across areas.
- Manage, plan, and communicate identified goals of CCLP's mission, participate in and support, organization-wide activities including race equity, development of CCLP's strategic direction, fund-raising activities, all Board of Directors and Executive Leadership Team decisions, and take on other duties as assigned.

Qualifications and Job Requirements

- A Bachelor's degree, or a minimum of two (2) years with deep expertise in work relevant to CCLP's mission, and Colorado-specific legislative issues.
- Must embrace social and economic justice issues and the mission of Colorado Center on Law and Policy, including its commitment to diversity, inclusivity and equity. Must be open-minded and committed to collaboration, treat all members of staff, our board of directors,



volunteers and advocacy partners with dignity and respect, and have ability to help CCLP build and maintain relationships and strategic alliances with people of diverse backgrounds, cultures and perspectives.

- Excellent writing, problem-solving skills, organized, and the ability to work independently, take initiative, plan to meet deadlines, and seek advice and guidance as appropriate, while continuing to develop and expand knowledge and expertise in areas of health, benefits and family economic security.
- Demonstrated strong knowledge and understanding of fundraising techniques and grant writing, familiarity with Colorado-based foundations and nonprofits, experience building philanthropic relations, the ability to manage multiple issues and projects simultaneously, the ability to thrive in a fast-paced environment, and experience in staff supervision, or aptitude for and willingness to learn the necessary supervision skills.
- Knowledge and understanding of local and national data, economic indicators and health care issues, and a basic understanding of state and federal laws and regulations, is preferred.
- Strong computer skills, including comfort in Microsoft Office programs, and willingness to learn other programs or applications, including Salesforce, Constant Contact, or other relevant CRM and marketing software.

Salary and Benefits

Grant Manager Salary Range: \$65,000 - \$80,000

Additional compensation may be considered for those interested in employing their Spanish language skills for the advancement of the mission and vision of CCLP. Benefits are as specified in the Colorado Center on Law and Policy Employee Guidelines.

To Apply

To be considered for this position, please submit a cover letter, resume, and writing sample to Colorado Center on Law and Policy (CCLP) via email to info@cclponline.org and include **Grants Manager** in the subject line. Applicants will be reviewed as they are received, and the position will be open until it is filled. No phone calls please.

CCLP encourages candidates with diverse backgrounds to apply. CCLP is an equal opportunity employer that values workplace diversity. CCLP strives to create an inclusive workplace that embraces diverse backgrounds, life experiences and perspectives. CCLP prohibits discrimination



on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability or any other status protected under applicable law.



Colorado Center
on Law and Policy

789 Sherman St., Suite 300 Denver, CO 80203

303-573-5669

www.cclponline.org