



Position Title: Operations & Grants Manager

Work Location: Raleigh, NC

Compensation: Salary commensurate with experience, benefits included.

Position Summary: The Operations & Grants Manager will provide leadership and direction for Continuum of Care (CoC) funded programs. This position is permanent, full-time and reports to the Executive Director.

Essential Duties and Responsibilities of Operations Manager:

- Oversee the contract with Raleigh Catholic Charities for the operation of the Oak City Outreach Center.
- Assist in budget preparation and monthly reconciliations along with the Board Treasurer, bookkeeper and Executive Director.
- Serve as staff to the Coordinated Entry and Assessment Work Group.
- Assist the Executive Director, HMIS team and interns in communication efforts including social media, website and written materials.
- Assist the Executive Director in the oversight of Interns.
- Assist with other special projects as requested by Executive Director.

Essential Duties and Responsibilities: Grants Manager:

- Oversee the Continuum of Care's Emergency Solutions Grant (ESG) and CoC grant process including but not limited to: application and review process
- Develop and prioritize projects and proposals: meet and work with staff to elicit projects and programs that need support; manage monthly meetings to vet projects and programs and set priorities for funding.
- Develop and foster relationships with current and potential funders^[SEP]
- Write, supervise or assist in writing of all grant proposals, budgets, reports, and other ancillary materials.
- Manage existing grants by: tracking grants; developing internal reporting systems; writing reports; maintaining excellent historical records; working with staff to ensure each project or program is meeting proposal conditions and expectations.
- Monitor and manage grants income goal.

- Assist with other fundraising projects as requested by Executive Director.

The Operations & Grants Manager will strive to implement the Partnership's priorities, established by the Board of Directors, for the current year:

- With the City of Raleigh and Wake County, implement a homeless prevention and rapid re- housing strategy.
- Monitor and advocate for Coordinated Entry.
- Foster new initiatives to strengthen collaborative partnerships among member agencies and the ^{[[[}community that will bring successful outcomes for housing and needed support.

Organizational leadership, strategic planning and collaboration

- Increase and strengthen the efficiency and effectiveness of the homeless service delivery system.
- Foster sound policy and financial procedures in light of changing federal grant requirements.
- Establish relationships within the business, government, educational, neighborhood and faith communities in Wake County.
- Secure a pre-determined amount of funds through grants and events annually.

Annual planning^{[[[}

- Work with Staff and the Board to establish clear goals and benchmarks for growth in organizational capacity.
- Develop a fundraising strategy to increase revenue for the Partnership.

Board relations^{[[[}

- Attend Board meetings; arrange Board development and informational opportunities as needed.
- Provide regular updates to the Partnership on key programs, developments, and opportunities.

Knowledge and Skills:

- Knowledge of how to research fundraising information sources and basic fundraising techniques and strategies.
- Excellent communication skills both oral and written
- Experience with budget development and monitoring.
- Experience in program development.
- Knowledge of contracts and agreements preferred.
- Demonstrated success in grant preparation and awards.

Required Qualifications:

- Bachelor's degree or equivalent in related field.
- Minimum 5 years of experience in non-profit management.
- Experience in the homeless services sector preferred.
- Proven track record on raising money from private, foundation and/or federal sources.
- Program development experience preferred.
- Previous experience with non-profit fundraising.
- Some travel, both state and national, is expected. [SEP]

Submission Information and Deadline: All prospective candidates should submit their resumes via email to endhomelessnesswakejobs@gmail.com.

This posting will close on Wednesday, March 7, 2018.

About the Partnership [SEP]The Partnership is the designated Continuum of Care (CoC) for Wake County in communication to the Bureau of Housing and Urban Development (HUD). The Partnership leads community efforts such as The Oak City Outreach Center and The Wake County Homeless Resource Guide. The Partnership is working with the City of Raleigh and Wake County in the development of a new multiservice/coordinated entry facility as part of the local effort at systemic change in the way homeless services are being delivered in Wake County. The Partnership is a combined funder with City and County government to local homeless housing service agencies for the Emergency Solutions Grant.