



Company: Indiana Black Expo, Inc.

Job Title: Grants Manager

Department: Administration

Reports To: Vice President Administration

Employment Status/Method: Full-Time/ On-site

Location: Indianapolis, Indiana

Travel: 10-15%

About Us: Indiana Black Expo, Inc. is a 501c3 organization whose core values for over 50 years consist of **Integrity. Accountability. Trust. Customer Service. Quality. Teamwork**

Our mission is to be an effective voice and vehicle for the social and economic advancement of African Americans. We are an equal opportunity/Affirmative Action Employer who does not discriminate regarding age, race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, protected veteran status, disability, or any other legally protected status.

Job Summary:

The Grant Manager will be focused on the coordination, reporting and deliverables for all youth and family grant funded programs. This position is responsible for managing Indiana Black Expo, Inc. grants including report writing, report submission, systems-based grant tracking, grant tracking management, and identifying and evaluating new foundation funding opportunities.

Key Responsibilities:

- On behalf of the organization submit grant proposals, reports, letters of inquiry, and other related correspondence, with major emphasis on grants submissions
- Manage a pipeline of foundation and grant applications for IBE. Create a plan to strategically target non-profit and grant making organizations interested in supporting IBE's Youth & Family programs
- Maintain a calendar of applications, reporting, and other key dates to ensure timely completion and submission of applications and reports
- Update and maintain database containing information on external funders and prospects
- Research new foundation and grant making opportunities and adding them into the existing pipeline.
- Schedule outreach for new foundation and grant opportunities
- Attend meetings/trainings of project teams, funders/potential funders and partnering organizations
- Participate in the development of short-term and long-term fundraising planning
- Assist in managing and cultivating relationships with external funders
- Assist with other grant writing and projects

- Manage a pipeline of foundation and grant applications for IBE Youth and Family programs
- Generate grant reports for current foundations and donor organizations
- Drafting, maintaining, and updating documents for new and renewing grant opportunities including LOI's and supplemental material including grant funding resource material and publications
- Coordinating information from various departments for grant applications and reports
- Managing up to the IBE leadership team on foundation communication
- Advise staff of grant requirements while monitoring grant compliance and developing reports to grantors
- Provide monthly and quarterly reports on grant activity to leadership team members

Education/Qualifications/Skills:

- Bachelor's degree required with a minimum 5 years of progressive work experience in the non-profit sector, government grant/project reporting, foundation grant/project reporting experience, financial management, and project management is highly desirable
- Excellent writing and editing skills, including the ability to convey seemingly complicated projects in a compelling and persuasive manner
- Knowledge of grant application processes as well as the principles and practices of grant preparation and administration
- Ability to identify and articulate specific organizational needs, which can be expressed as funding priorities.
- Outstanding organizational and interpersonal skills; ability to work under pressure and against deadlines.
- Strong computer skills, including proficiency in Microsoft Word and Microsoft Excel.
- Demonstrated ability to function effectively in a fast changing, deadline-driven environment.
- Energetic, flexible, and organized with ability to plan, take initiative, prioritize tasks independently, and manage multiple projects and deadlines without losing attention to detail.
- Ability to work with diverse staff.
- Proficient with Microsoft Office Suite or related software required
- Willing to work non-traditional hours pending program needs to include some weekends

Benefits: Some key benefits include but are not limited to the full benefits package (Health/Dental/Vision/Life/Retirement) 10 Paid Holidays per year, Wellness Benefits, and more.

Working Conditions/Physical Requirements:

- Normal office environment with little exposure to excessive noise, dust, temperature, and the like
- Regular exposure to video display terminals, on and off-site event participation, and periodic travel
- Ability to work prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at times
- Ability to walk long distances and stand for periods of time

To apply please send your cover letter and resume to humanresources@indianablackexpo.com.