



**Position Title:** Grants Manager  
**Reports to:** Director of Fund Development  
**Location:** Wichita

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### **Girl Scouts Vision & Mission**

Girl Scouts is a non-partisan, inclusive organization. We are the world's preeminent leadership development organization for girls, building girls of courage, confidence, and character, who make the world a better place.

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### **Position Summary**

The Grants Manager is responsible for identifying, managing, administering and seeking new and increased funding from foundations, corporations and United Ways through effective prospect research, development of accurate and persuasive grant proposals, stewardship and recognition of funders and maintenance of grant tracking systems. This position is also responsible for evaluating and reporting on program outcomes.

### **Essential Duties & Responsibilities**

- Plan, implement, and evaluate solicitation strategies for corporate and foundation prospects.
- Conduct prospect research and identify viable foundations, corporations and other resources on an ongoing basis to ensure an appropriate pool of funders to help GSKH achieve short and long-term fiscal goals.
- Develop compelling letters of intent and proposals, which include planning, writing, reviewing, editing and finalizing proposal packages.
- Develop cultivation, solicitation and stewardship strategies and opportunities to maximize funding efforts.
- Administer awarded grants to ensure compliance with all grant terms.
- Manage grants and report time-lines through a monitoring system that facilitates efficient coordination and tracking.
- Maintain accurate and up-to-date information on foundation, corporate and government grant awards.
- Stay abreast of developments within the foundation, corporate and government sectors to provide support, advice and guidance regarding funding opportunities and trends.
- Collaborate with Girl Experience and Troop Engagement team to design program evaluations and surveys to provide accurate indicators of targeted outcomes.
- Analyze and report on program survey results.
- Collaborate with Girl Experience and Troop Engagement team to evaluate actual versus targeted outcomes for key program initiatives and develop strategies to achieve desired outcomes.

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- Budget: collaborate with departments to effectively write and manage grant budgets

### **Skills & Qualifications**

- Bachelor's Degree in English, Journalism or other relevant liberal arts or business major OR 4+ years of advanced grant writing experience.
- Minimum of 3 years' experience writing grant proposals funded at \$25,000 and above.
- Superior writing, editing and budgeting skills with close attention to detail and accuracy.
- Excellent oral and written communication skills and astute listening skills.
- Capability to develop and maintain positive and productive relationships with foundation and corporate officers, and GSKH team members, Board of Directors and volunteers.
- Excellent planning and organizational skills and proven project management experience.
- Well organized and able to successfully manage multiple projects simultaneously.
- High-level computer literacy and proficiency with online research, web-based grant applications and the MS Office suite of software applications. Experience using Raiser's Edge fundraising software a plus.
- Ability to work under pressure with tight deadlines along with the ability to work a flexible schedule including occasional evenings and weekends.
- Reliable access to vehicle required.
- DESIRED QUALIFICATIONS: Knowledge of Kansas donor market and knowledge of Girl Scout philosophy, standards, programs and systems is desired. Experience with United Way application process.

### **Hours/Travel**

- This position must be available to work during regular Council office hours (8am-5pm) Monday – Friday.
- Expectation of working evenings and weekends, as needed (i.e. one night per month and one weekend per quarter on average). Evening and weekend hours will be necessary during peak special event periods (See & Sell, Cookies on Tap, Juliette Pearl's Leadership Society Luncheon, Annual Meeting, and other items as needed). Overnight travel to regional offices across the state at least once a year.
- 15% - 20% travel – travel to regional offices across the state once per quarter on average to present grant requests and attend allocation meetings.

### **Major Competencies**

- Manages a working portfolio of prospective and current grant funders, applying best practices in relationship-building fundraising to meet and/or exceed the position's assigned financial goal for the fiscal year.
- Meets monthly goals for grant submission and grant reporting while tracking and updating the grants revenue pipeline with ongoing and new grant funding opportunities.
- Represents the Council in the Wichita community and the larger Council footprint and acts as an ambassador of the Council's mission with the goal to increase financial revenue and build awareness.

### **Credentials, Licenses or Designations**

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Valid Kansas driver's license, access to reliable transportation, and proof of insurance (if incumbent is expected to travel to multiple council locations or off-site events).

### **Competencies**

- Interpersonal Relations - Establishes rapport with others at all organizational levels; respects others; considers and responds to the needs, feelings, and capabilities of others; establishes and maintains an open dialogue with others; has demonstrated ability to market the Girl Scout value proposition through a variety of communication venues including in person, over the phone and online.
- Oral and Written Communication abilities (i.e. In person, verbal, written) - Expresses ideas and facts in a clear and understandable manner appropriate for the individual or group; listens to and comprehends what others are saying; prepares organized and structured presentations; has demonstrated ability to work with a wide range of sensitive and confidential issues and communicate information effectively to non-technical people which includes a diverse group of girls, volunteers, and staff.
- Problem-Solving - Identifies, analyzes and communicates existing and potential problems systematically and thoroughly; obtains and evaluates relevant information and contributing factors; identifies important interrelationships; defines and/or implements solutions after evaluating alternatives and anticipating their impact; supports decisions or recommendations with data and/or reasoning; excellent independent decision-making skills and strong resourcefulness. The ability to think outside the box, anticipate outcomes and make course corrections as appropriate.
- Project Management – demonstrates ability to coordinate multiple projects while managing conflicting priorities and deadlines; formulates short- and long-term project goals, objectives, schedules, and priorities in line with council goals; anticipates issues, obstacles, or opportunities that may impact plans or actions; establishes courses of action for accomplishing goals while attending to and incorporating information obtained during day-today administrative tasks.
- Customer Responsiveness - seeks and acknowledges views and ideas from customers; identifies, prioritizes, and addresses customer issues; takes time to answer questions and explain decisions; follows through on commitments to customers in a timely manner; maintains a commitment to continuous improvement.
- Highly organized, self managing, independent thinker possessing strong attention to detail.
- Creativity: ability to write with creativity to engage funders and share organizational story and goals

### **Additional Organizational Requirements**

- Subscribe to the principles of the Girl Scout Movement and become a registered member of GSUSA.
- All employees of the Girl Scouts of Kansas Heartland must possess a positive attitude with strong work ethic, integrity and honesty and are expected to be flexible, adaptable and thrive in an ever changing/fast-paced environment.
- Develop and maintain sensitivity to employee diversity in the work place. Behave in ways that demonstrate respectful treatment of other employees, volunteers and girls. Practice pluralism and be inclusive with the services provided.
- Incumbents will be expected to proactively contribute to the success of their work team by sharing relevant information, encouraging open dialogue, respecting other team members, supporting collaboration, encouraging ongoing self-assessment and supporting new ideas and established council goals and objects by actively participating in activities and events outside of the Fund Development department.

## **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sufficient eye-to-hand coordination to successfully operate a computer keyboard.
- Ability to sit for extended periods of time.
- Sufficient visual acuity to make appropriate judgments with regard to Girl Scout materials.
- Ability to travel to and/or attend offsite meetings.
- Physical ability to frequently stop, kneel, bend, crouch, reach overhead, grasp, push, pull, lift and move objects up to 25 pounds at shoulder height, and occasionally lift in excess of 25 pounds.
- Demonstrated normal depth perception.
- See and read printed materials, with or without visual aids; distinguish colors; read and understand rules and policies, labels and instructions.
- Verbal communication including the ability to speak and hear at normal room levels.
- Other demands, as determined by the council.

## **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to complete other duties as assigned.