The Pennsylvania SPCA is a non-profit animal welfare organization founded in 1867. Our mission is to protect animals, prevent cruelty and improve the health and quality of life for animals in Pennsylvania.

**Grants Manager**

*FLSA Status: Exempt*

**SUMMARY:** The Grants Manager is an integral part of the development team at the Pennsylvania SPCA. The Manager will serve as the point person for securing grant funding at the PSPCA. This team member collaborates with programmatic staff, researches and identifies prospective funders, writes and submits compelling proposals, letters of intent, supporting documents, and interim and final reports. The Manager will also track, manage, request and report on funding through EITC, Combined Federal Campaigns and United Way.

This team member must have excellent writing, grammar, research, proofreading, and copy editing skills. Candidate must have excellent attention to detail in crafting grant narratives, budgets, program evaluations, grant reports, and other grant documents. Must be able to plan, organize, and lead multiple projects, establish priorities and meet deadlines.

**PRINCIPAL DUTIES:**

* Prepare and manage the Grant Calendar
* Secure new, maintain existing grants and funding
* Manage, oversee and execute all reporting on grants and funding
* Research new funding sources
* Excellent writing, research and communications skills
* Excellent time-management skills/ multitasking
* Ability to juggle multiple projects simultaneously. Deadline-focused under tight and competing submissions.
* Ability to work both as a member of a team and independently with minimal supervision
* Ability to maintain confidentiality and work with a wide range of people
* Proficient with Microsoft Word, Excel and internet research
* Performs other duties as needed pertaining to the grant process, the Development Department, and the larger organization as a whole.

**EDUCATIONAL REQUIREMENTS:**

* College degree.
* Minimum of three years of related experience.

**EXPERIENCE, ABILITIES AND QUALITIES REQUIRED:**

* Minimum 3 years grant-writing experience. (*preferred)*
* Excellent written and verbal communication skills. Must be able to work with members from all across the organization.
* Ability to be on call.
* Interest in current animal welfare issues and promoting the PSPCA’s life saving mission
* Ability to perform well under pressure.
* Must be able to work independently and be self-motivated.
* Ability to effectively communicate the rationale for PSPCA policies and procedures
* Must have a sincere interest in the work, programs and mission of the Pennsylvania SPCA.

**IMMEDIATE SUPERVISOR**: Chief Development Officer

**HOURS FLSA STATUS**: EXEMPT POSITION Minimum of 8 hours per day, 40 hours per week. Daily hours and days of the week may vary according to the needs of the department schedule.

**INTRODUCTORY ASSESSMENT PERIOD**: The introductory assessment period runs from the date of hire for three months thereafter. For employment in any position with the Pennsylvania SPCA, this introductory assessment period is the period during which the specifics of the job are learned. During this period, either the employee or the Pennsylvania SPCA may end the employment relationship without notice or prejudice.

**EMPLOYMENT:** There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Pennsylvania SPCA that even exempt positions are governed by the needs of the agency, which means that employment is for no specified term and either the Pennsylvania SPCA or the employee, may terminate that employment at any time. The Chief Executive Officer has final authority over these decisions and determinations.

The Pennsylvania SPCA is an equal opportunity employer