

**Position:** Grant Manager

**Location:** Reno, NV

**Reports to:** Executive Director

**Employment Status:** Full-Time, Salary, Benefits Package

### **Organizational Description**

Awaken is a faith based non-profit organization located in Reno, NV. Our mission is to increase awareness and education surrounding the issue of commercial sexual exploitation and to provide housing and restoration for its victims. Our vision is to transform our community with the ultimate goal of eradicating commercial sexual exploitation. We aim for victims to be restored to their fullest potential. We aspire to be an inspirational model for other communities.

### **Job Summary**

The Grant Manager plays a critical role in advancing Awaken's mission by securing, managing, and reporting on grants and contracts that sustain and grow our programs. This individual will oversee the full grant life cycle from proposal development and submission, to compliance monitoring, to timely reporting. This position will ensure adherence to funder requirements and alignment with organizational goals, including federal compliance under Uniform Guidance (2 CFR Part 200), internal controls, and audit readiness. The Grant Manager will collaborate closely with leadership, finance, and program staff to ensure resources are stewarded with integrity and impact.

### **Key Responsibilities**

#### **Grant Writing & Management**

- Research, write, and submit compelling grant proposals that align with Awaken's mission, programs, and strategic priorities
- Maintain a master grants calendar to track application deadlines, reporting schedules, and renewal opportunities
- Collaborate with the leadership team and program staff to develop strategies that maximize grant opportunities and diversify funding streams

#### **Compliance & Reporting**

- Oversee the life cycle of awarded grants and contracts, ensuring full compliance with funder regulations, contractual terms, and audit requirements
- Partner with Finance and Program staff to establish accurate financial tracking and reporting systems
- Monitor grant budgets, expenditures, and timelines to ensure timely and appropriate use of funds

## **Grant Manager**

### *Job Description*

- Prepare, compile, and submit narrative and financial reports to funders, highlighting measurable outcomes and program impact
- Assist with maintaining internal controls over grant activities, including documentation standards and audit-ready grant files in Box
- Review expenditures in coordination with Finance to ensure costs are allowable, allocable and compliant with grant requirements
- Support the Finance team in the Audit process, including preparation of schedules when needed
- Oversee subrecipient monitoring, as applicable, including risk assessment, agreement compliance and performance tracking

### **Collaboration & Communication**

- Serve as a liaison between funders, Awaken leadership, and program teams
- Provide training and guidance to staff on grant compliance requirements, documentation standards and internal controls
- Support the team in cultivating and stewarding funder relationships, including site visits, donor meetings, and community presentations
- Contribute to Board reports and cross-departmental planning efforts by sharing grant progress and outcomes

### **Key Competencies**

- Excellent time management skills
- Demonstrated familiarity with, understanding of, and sensitivity to the issues and experiences of sex-trafficking survivors, including trauma, gender equity and client-centered service provision
- Ability to work independently and collaboratively with other team members and multiple tasks
- Professional experience in gathering and interpreting data
- Strong calendar management and internet research skills
- Understand the fundraising landscape, analyze all resource development efforts and adjust strategies as necessary to improve results
- Excellent communication skills
- Flexible schedule, including some evening and weekend availability

**Qualifications** We are seeking a compassionate, organized, and reliable individual with a high level of self-awareness and emotional intelligence. Essential to this role:

- Bachelor's degree in Nonprofit Management, Business Administration, Accounting, Public Administration, or related field (or equivalent professional experience)
- Minimum of 3 years' experience in grant writing, grants management, or nonprofit fundraising, with a track record of successfully securing and managing grants
- Strong financial acumen with the ability to develop, monitor, and report on program budgets.
- Excellent organizational and project management skills, with the ability to manage multiple priorities and deadlines
- Exceptional written and verbal communication skills, with experience drafting compelling proposals and clear reports

## **Grant Manager**

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- Strong interpersonal skills with the ability to build positive, collaborative relationships across departments and with external stakeholders
- High attention to detail and accuracy in documentation and reporting
- Proficiency in Microsoft Office 365, donor management/CRM systems, and financial management tools
- Commitment to Awaken's mission and values, with sensitivity to the needs of survivors of exploitation
- Experience with federal grant compliance and familiarity with Uniform Guidance (2 CFR Part 200)

### **Preferred Qualifications**

- Experience with government contracts and compliance requirements (VOCA, VAWA, or similar)
- Familiarity with nonprofit financial systems (e.g., QuickBooks Online, grant tracking databases)
- Knowledge of the anti-trafficking field or related human services sectors

### **Personal Attributes & Values**

- Must constantly demonstrate a high level of personal professionalism, honesty, integrity and respect with all clients, board members, staff, volunteers, churches and all other contacts
- Must demonstrate passion for Awaken's vision and mission
- Must maintain an atmosphere of confidentiality with client and staff information
- Friendly, approachable attitude and ability to remain open-minded when encountering individuals from a wide range of backgrounds and perspectives
- Demonstrates a growth mindset, including openness to feedback, willingness to learn, and ability to adapt to evolving organizational needs
- Ability to thrive in a small nonprofit and wear multiple hats, as needed

**NOTE TO APPLICANTS:** All applications must be submitted to [jobs@awakenjustice.org](mailto:jobs@awakenjustice.org) with the title of the position in the subject line. Only candidates who meet the minimum qualifications with complete applications will be considered (formal cover letter and resume).