



Job Title: Grants Program Manager
Department: Development/Finance
Reports To: Development Director/ Director of Operations
Status: Full-Time, Exempt (40 hours/week/on-site)
Salary: \$45,000 – \$48,000

Position Summary

Reporting to the Development Director and Director of Operations, the Grants Program Manager is a 40-hour-a-week, on-site position that supports the Boys & Girls Club's comprehensive grants program. This position serves as the primary liaison between the Development and Program teams, ensuring effective coordination, compliance, and reporting across all grant-funded initiatives. The role plays a key part in advancing the Club's mission, goals, and strategic priorities.

Essential Duties and Responsibilities

Grant Research and Management

- Support all stages of the grant lifecycle, with an emphasis on post-award compliance and reporting.
- Serve as the liaison between Development and Program teams by:
 - Attending weekly program staff meetings.
 - Establishing progress meetings to monitor grant requirements.
 - Evaluating project progress against goals and objectives.

Financial Management and Compliance

- Ensure adherence to grant terms and all government and organizational policies regarding fund usage and reporting.
- Develop and monitor grant budgets in collaboration with Finance and Development Directors.
- Track expenditures, communicate grant balances, and process purchase requests.
- Submit reimbursements and financial reports as required.

Reporting and Documentation

- Maintain organized and complete electronic and physical grant files for auditing and legal purposes.
- Prepare accurate, timely reports for internal and external stakeholders, including progress and final reports.
- Visit grant-funded programs to observe activities, engage with youth, and collect photos for reporting and communication.

- Collect and analyze program data; develop and implement surveys and other evaluation tools as needed.

Training and Support

- Provide training and technical assistance to staff on grant administration procedures.
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Additional Responsibilities

- Assist with donor management systems and donor communications.
 - Support the planning and implementation of organizational fundraisers.
 - Attend all organizational fundraisers and special events as required.
 - Other duties may be assigned as needed.
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Qualifications and Skills

- 1-2 years of experience in grant writing, grants management, or fundraising (preferred).
 - Bachelor's degree in Business Administration, Communications, Nonprofit Management, Public Administration, or related field (preferred).
 - Understanding of grants from government agencies, foundations, and corporations.
 - Strong writing, editing, and research skills with exceptional attention to detail.
 - Excellent organizational and project management skills; ability to manage multiple priorities and deadlines.
 - Knowledge of budget development, financial tracking, and grant compliance processes.
 - Proficiency in Microsoft Office Suite; experience with donor or grants management software preferred.
 - Demonstrate honesty, integrity, and a collaborative, team-oriented approach.
 - Exercise good judgment and maintain the confidentiality of sensitive information.
 - Ability to work independently and collaboratively in a fast-paced environment.
 - Dependable and punctual, with consistent communication regarding scheduling needs.
 - Commitment to the mission and values of the Boys & Girls Club of Greater Westfield.
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Working Conditions

Work is performed daily on-site in a fast-paced office and classroom environment with moderate to high noise levels and consistent exposure to heated and air-conditioned facilities. The position requires the ability to:

- Sit or stand for extended periods.
- Enter data and read computer screens.
- Lift up to 50 pounds, bend, stoop, climb stairs, and reach overhead.

This description outlines the general nature and level of work expected. It is not intended as a comprehensive inventory of all duties and responsibilities. Attendance at certain events and activities is required, as outlined in the employee handbook.

Employment Requirements

Employment is contingent upon successful completion of a background check, including fingerprinting, and enrollment in monthly monitoring through First Advantage records check.

Probation

Each new employee will be employed for a probationary period of two (2) months, during which time the individual may resign with reasonable notice and the Boys & Girls Club may discharge with reasonable notice without any explanation for the action. Before the end of the probationary period, the Chief Executive Officer or supervisor determines, through evaluations, whether the employee's performance warrants continuation of the employer-employee relationship. During the probationary period, benefits do not apply.

Acknowledgment

I acknowledge that I have read, understood, and accepted the duties, responsibilities, and requirements of this position. I understand that failure to meet these expectations may result in disciplinary action, up to and including termination of employment.

EMPLOYEE SIGNATURE: _____

PRINT NAME: _____

DATE: _____

Updated 11/6/25