



Title: Grants Manager
Experience Level: Professional
Job Function: Development/Fundraising
Salary: \$45,000-\$55,000/year
Location: Atlanta, GA
Type: Full-Time Position/Exempt

Job Description

Georgia Asylum & Immigration Network (GAIN) is a 501(c)(3) nonprofit organization with a mission to protect and empower immigrant survivors of crime and persecution. For 15 years, GAIN has been a nonprofit leader in immigration legal services, providing critical legal and social service support to thousands of men, women, and children from over 118 countries around the world. GAIN's staff is currently working in a hybrid environment with COVID-19 vaccinations strongly encouraged, and vaccinations may be required in the future.

GAIN is seeking a Grants Manager who will demonstrate excellence in grants management through high-quality writing, precision in planning and budgeting, and an understanding of the organization's mission, and culture.

General Duties and Responsibilities, including Private Foundation Grants Management

- Manage the annual private foundation grants calendar, application process, and submissions for a portfolio of approximately 30 LOIs or applications each year. Ensure timely grant applications and reports.
- Maintain excellent records by managing prospects, deliverables and reporting requirements in the Salesforce donor database and uploading all submissions and budgets to GAIN public folder drives. Run Salesforce reports on grant progress as needed.
- Lead the grant-writing and submission process by updating grants boilerplate, creating first draft application materials, managing the collaboration and feedback process with GAIN senior staff, and finalizing proposals and supporting documents.
- Build prospect lists by researching foundations to identify new opportunities.
- Monitor and evaluate grants workflow, including management of monthly grants meetings to identify upcoming deadlines and future opportunities.
- Collaborate with the Development Director to identify leads and opportunities for foundation relations stewardship and cultivation.
- Work closely with the Development Director and Executive Director to identify and incorporate new program design and strategic

GAIN

PO Box 78425
Atlanta, GA 30357

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info@georgiaasylum.org

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growth into grants applications, including the growth projected in GAIN's 2021-2024 strategic plan as well as emerging needs.

- Additional duties as assigned: we are a small team, and everyone helps with special development projects, including events.

Federal Grants Management

- Manage the annual federal grants calendar, including continuation or competitive grants for 2-4 grants per federal fiscal year.
- Coordinate federal application/continuation process by gathering documentation, and coordinating with internal stakeholders and external grant-writers as needed.
- Liaison with State of Georgia's Criminal Justice Coordinating Council (CJCC) for grant activation, clarification of expenses, budgets, and program deliverables. Attend CJCC meetings as needed.
- Assist with the completion of budgets and reports as needed. Current reports created by the organization include SER, SAR, and VSSR reports.
- Manage general (non-programmatic) compliance with federal grant guidelines, including annual SAM renewal and 5% (LVAP) certification.
- Monitor the CJCC website for additional continuation and competitive opportunities.
- Identify additional opportunities for government funding and work with the Director of Development and Executive Director to evaluate opportunities.

Knowledge and Skills

- Bachelors Degree or equivalent experience preferred
- 2-5 years of relevant work experience
- Strong collaboration skills
- Excellent attention to detail and persuasive writing skills in English
- Cultural competency to work with individuals of diverse backgrounds and communicate the needs of immigrant survivors with clarity and dignity
- Professionalism and decorum to work with grantors, including state and federal agencies, leading with gratitude, authenticity, and expertise

How to Apply:

To apply, please send resume and cover letter to:

jobs@georgiaasylum.org

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GAIN is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bi-cultural, and LGBTQIA+ individuals. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

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