



connections
FOR THE HOMELESS

2121 Dewey Avenue
Evanston, IL 60201
847.475.7070

JOB DESCRIPTION

DEVELOPMENT MANAGER – GOVERNMENT GRANTS

FLSA Status: Exempt

Summary of Position: The Development Manager - Government Grants position is a fundraiser who is primarily focused on relationships with municipal, county, state, and federal government partners. Working in close partnership and reporting to the Associate Director of Development - Institutional Giving, the Development Manager - Government Grants is responsible for strategy and proposal development, reporting, and compliance for annual and large-scale government funded contracts.

Specific Duties:

Strategy and Proposal Development (50%):

- Manage all aspects of the government grants cycle for a portfolio of 10-15 government partners who invest \$10M+ annually
- Partner with the Associate Director of Institutional Giving to execute all aspects of funding identification, proposal and grant writing, stewardship, financial tracking, performance reporting, grant and government compliance and record-keeping for local, state, and federal agencies
- Collaborate cross-departmentally to identify and respond to local, state, and federal funding opportunities, including renewal and new opportunities
- Coordinate the preparation of competing and non-competing proposals. This includes writing the narrative, collaborating with the finance and program staff to develop a budget, partner with the information services staff to identify relevant data and outcomes, and ensure compliance with all eligibility requirements
- Maintain a grants calendar that tracks all corresponding deadlines and issue regular communications to program and finance staff to receive and collect information
- Assist in setting fundraising goals and objectives for the Development Department and regularly communicate progress towards goals

Reporting & Compliance (30%):

- Partner with finance staff and program managers to monitor grant expenditures, ensure grant expenses are allowable, assess staff allocations, and determine if contract amendments or revisions are needed based on grant expenditures or changes to scope of work

- Collaborate with information services staff to develop, implement, and track various grant required goals
- Support all grant compliance efforts in partnership with finance and program staff for all funders in the portfolio
- Maintain accurate records and high data integrity, organizing all documents and correspondences for every government partner

Research (10%):

- Conduct general prospect research to identify new government funding opportunities

General Development Responsibilities (10%):

- Support the overall development and implementation of the annual development plan, including supporting the volunteer program, special events, and community engagement efforts
- Engage, as needed, in producing and editing materials, such as donor briefings, collateral, solicitation letters, articles, newsletters, and reports
- Build relationships with participants, staff, key volunteers, community members, agency supporters, and board member
- Represent the agency at public events including faith communities, civic organizations, etc.
- Adhere to the Code of Conduct and Core Values of Connections for the Homeless
- Perform other duties as assigned

Schedule and Work Environment: Connections for the Homeless is committed to a hybrid work environment, as each unique position allows. This position would work out of the Lake Street Church location at 1458 W. Chicago Avenue in Evanston, IL. This is a full-time role with a Monday through Friday daytime schedule. Some evening and weekend work will be required to support agency events and committee meetings.

The following qualifications are requirements for the position:

- 5+ years of combined work experience
- 2+ years of experience in grant writing, proposal production, or other professional/technical writing
- Proven success in organizing work, managing and tracking multiple projects simultaneously, meeting strict deadlines, and setting priorities
- Demonstrated ability to build and maintain positive relationships with diverse populations

- Exceptional communicator with clear, compelling, and situation appropriate writing, speaking and interpersonal skills
- Strong analytic and strategic-thinking skills, with demonstrated ability to create, implement, and monitor complex plans
- Excellent computer skills, including MS Office (Word, PowerPoint, and Excel)
- Flexible schedule – may be required to attend evening and weekend meetings, community events, and/or volunteer activities

The following qualifications are highly desirable:

- Bachelor's degree
- 3+ years of experience working in government relations, non-profit management, fundraising, communications, or marketing
- 3+ years of experience in government grant writing, reporting, and compliance management
- Valid Illinois Driver's License

Other Requirements:

- Connections for the Homeless recognizes its responsibility to provide employees a workplace free of recognized hazards. The Agency has adopted a COVID-19 Workplace Vaccination and Testing Policy which is intended to maximize the protection afforded by the COVID-19 vaccine. As a condition of employment, all full-time, part-time, temporary, seasonal, on-call and contract employees of Connections for the Homeless must either have received a COVID-19 vaccination or agree to submit to weekly testing. The goal of this program is to protect employees, participants, employees' family members, visitors, others affiliated with us and the broader community. This policy is intended to follow all state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable. Connections for the Homeless reserves the right to change, suspend or revoke all or parts of this policy as it deems appropriate.
- Must submit to a criminal background check and submit to or provide evidence of a recent test for tuberculosis

Reports to: Associate Director of Development – Institutional Giving
March, 2022