



Dave Thomas
Foundation
for Adoption

POSITION DESCRIPTION

Position Title: Grants Manager
FLSA Status: Exempt
Prepared Date: May 2019
Reports To: Director, Grants Management

STATEMENT OF PURPOSE

In concert with and reporting to the Director, Grants Management to manage and provide technical assistance to the assigned Wendy's Wonderful Kids grantees and/or other child-focused recruitment sites; to assess grantee adherence to the program model and budget, increase compliance with contract goals and manage grantee accountability; to assist the Director, Grants Management with other aspects of the program, including, but not limited to orientation, training and site visits; to provide child welfare expertise to the public, as needed, via the 800-line or email.

ESSENTIAL FUNCTIONS

1. Evaluate grant proposals for adherence to grant and program guidelines.
2. Monitor grantee performance, including monthly online submissions and bi-annual reports; assure accountability measures and compliance with grant goals.
3. Routinely review grantee data submissions for accuracy and evaluation of fidelity to the child-focused recruitment model.
4. Provide grantee support, evaluation, technical assistance and training.
5. Perform site visits as necessary and engage in regular contact with assigned Wendy's Wonderful Kids grantees.
6. Assist with annual Wendy's Wonderful Kids Summit, orientation of new grantees and ongoing educational and technical assistance efforts.
7. Assist with dissemination of the child-focused recruitment model through training or presentations.

8. Provide caller and email response, as appropriate, to those who request additional support, assistance and information on foster care adoption challenges, barriers and needs.
9. Monitor child welfare environments, news and barriers in grantee jurisdictions; share knowledge to inform Foundation's work.
10. Perform other job-related duties as may be assigned or required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

KNOWLEDGE

- Strong knowledge and experience in foster care adoption and child welfare systems
- Excellent oral and written communication skills, with an ability to work in a dynamic team; personal qualities of integrity, credibility, openness and commitment to the mission
- Proficiency with Microsoft Office and experience with program data tracking systems
- Experience with evidence-based programs and data-driven approaches to solving child welfare issues
- Experience with grant-making and/or management

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Social Work, Public Administration or a related field required.
2-4 years of experience in child welfare, preferably foster care adoption.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

TRAVEL

Ability to travel up to 25% of the time.