** MCADSV Job Announcement: Grants Manager**

**Who we are:**

The Missouri Coalition Against Domestic and Sexual Violence seeks a motivated professional for the position of Grants Manager. MCADSV, a social-justice membership agency, is a membership of more than 100 domestic and sexual violence service providers and a large and growing network of collaborative partners throughout a variety of systems and disciplines.

**About the job:**

The Grants Manager is responsible for planning, writing, organizing, and/or executing work related to the agency's fundraising goals. The Grants Manager is responsible for MCADSV’s resource development program, grants management and reporting on activities and grant deliverables.

1. Develop written grant and contract proposals for government and non-government funders.
2. Track and report on grant deliverables.
3. Assist with the design and implementation of fundraising activities including annual giving, capital campaigns, and special projects or events.
4. Assist member organizations in developing effective grant writing and management strategies; share resources and provide technical assistance.
5. Participate with staff in the coordination and execution of MCADSV trainings, regional meetings, technical assistance and other MCADSV events or activities as needed or assigned.
6. Act as liaison with other government entities and non-governmental organizations as assigned.

**Benefits:**

MCADSV offers a competitive salary, generous benefits and a work environment with co-workers committed to the work of ending rape and abuse.

**Qualifications:**

At least three years of work experience in grant writing and grants management is required.

The Grants Manager must be able to track and report on multiple grants as well as write renewals and new requests for funding. Candidate must excel in both written and verbal communications and ensure continuity of voice and message for the organization. Must be highly adaptable and able to respond to multiple phone lines, type, plan and schedule as well as organize and complete multiple priorities. Must be able to manage and produce multiple projects with overlapping deadlines. Must be able to work in multiple media formats and communicate with varied audiences.

MCADSV is dedicated to the goal of building a culturally diverse organization and working in a multicultural environment and strongly encourages applications from individuals representing a variety of cultures and communities.

This position’s primary duties are carried out in Jefferson City; some travel and extended hours are required.

**Application Deadline**: Noon, Friday, July 13, 2018. If you are unable to upload any of the required documents to Indeed.com, please mail them to Chief Operating Officer at 217 Oscar Drive, Suite A, Jefferson City, MO 65101. Incomplete submissions for hiring may not be considered. Complete phone screening and supply a letter of interest and resume to:

<https://www.indeed.com/viewjob?t=grants+manager&jk=15ef19b0967504e7&_ga=2.110909765.1992757799.1529942499-417867604.1529942499>