

University City Science Center Position Description

Position: Grants Manager	Department: Government Relations, Programs and Legal
Reports to: VP& General Counsel	FLSA Status: Exempt
Prepared: January 2018	

Position Summary

The Grants Manager will work with the Corporate Development and Government Relations teams and other Program Managers and Directors in the organization in sustaining and growing fundraising capacity at the Science Center. The Grants Manager is responsible for maintaining and growing our grants portfolio with a focus on opportunities from government, corporations and foundations. He or she will have oversight and responsibility for the grant fundraising process. S/he will conduct prospect research and work with the Development team and others to manage the grants process, write and prepare funding proposals and applications, and ensure that the organization meets all grants requirements.

The Grants Manager ensures that the Corporate Development and Government Relations teams and other teams and/or external partners are working in concert on multiple projects, and that they have the relevant information they need.

This position has external contact with funders, institutional funders, corporations, government officials, donors and other organizational partners. This position has access to sensitive UCSC information and is expected to handle such information with integrity and professionalism. This position has regular contact with the community and is expected to represent UCSC in a professional manner.

Essential Functions

1. Manages grants process for the organization by leading task forces and project teams as needed.
2. Ensures grants are written to funder specifications.
3. Manages the entire writing process including personally writing the grant and incorporating input from others throughout the process.
4. Seeks out new grant opportunities by conducting research on foundations, corporations and individuals. Collaborates with the Director of Government Relations on government grant research and writing.
5. Manages the process of gathering input for grant development and ensures all departments provide necessary information.

6. Prepares all grant applications and ensures they are followed through to completion.
7. Ensures all grant timetables and requirements are met.
8. Proficient using Salesforce CRM, iWave, etc.
9. Ensures, with Development and Government Relations teams, the management of institutional data, upkeep of the Salesforce CRM system, and the ongoing maintenance and management of donor/funder records.
10. Writes reports to funders as requested and tracks open grants to insure timely reporting to all funders.
11. Works closely with marketing staff to coordinate messaging, sponsorship fulfillment and stewardship.
12. Completes special projects specific to the function of the department or as needed for the department as directed by the supervisor.

Non-Essential Functions

1. Attend relevant workshops as necessary to maintain professional and technical knowledge, certifications, and licensure.
2. Facilitate and attend relevant staff meetings to promote communication and execution of goals and objectives.
3. Other duties as assigned within the scope of position expectations.

Knowledge, Skills, and Abilities

- Proven ability to secure foundation, corporate and/or government funding by writing high-quality, accurate, and thorough proposals
- Excellent written communication skills, with exceptional attention to detail
- Experience working in a variety of Development office environments, with positions of increasing responsibility and a demonstrated understanding of the role of Development in an organization, various methods of fundraising, prospect management, budgets, and best practices
- Proven ability to secure government, foundation and corporate funding by writing high-quality, accurate, and thorough proposals
- Ability to manage government, corporate and foundation application processes, calendars, and deadlines
- Ability to efficiently and proactively project-manage, clearly set expectations and timelines, and collaborate cross-departmentally to meet deadlines and collect

the necessary information from internal teams necessary as part of the grant process: corporate development, program, accounting/finance, etc.

- Ability to successfully work directly with donors and prospects in cultivation and stewardship environments
- Knowledge of data management and record-keeping practices. Experience working on the Salesforce.com platform and with sophisticated marketing automation tools (e.g., Predictive Response) is preferred
- Knowledge of prospect research methods and resources
- Strong grant-writing and grant management skills
- Ability to effectively plan and coordinate meetings, site visits and other fundraising activities
- Understanding of UCSC's mission, goals, and objectives and ability to work independently with a high level of energy and contribute as part of a larger team
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, external business partners, and the community
- Experience and/or knowledge of one or more of the following topic areas is a plus: economic development, technology commercialization, innovation, entrepreneurship, STEM/STEAM education, and workforce development

Experience, Education, and Licensure

- 3 – 5 + years of demonstrated experience in grant writing, managing grant requirements, and interfacing with key donors. Experience with writing science/STEM-related grants is a plus.
- BA/BS degree from an accredited college or university in a related field of study
- Broad knowledge of prospect management and other development best practices is a plus.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to finger, handle, or feel objects, tools or equipment; reach

- with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
2. The employee must occasionally lift and/or move up to 25 pounds.
 3. Operate related office equipment, computer and telephone hardware, and use necessary tools.
 4. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate.
2. Although work is primarily indoors, you will be required to travel outside to UCSC locations.
3. Position may require occasional trips to attend conferences seminars, and meetings.
4. May require working non-traditional hours based on operational and/or seasonal needs.

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

I have reviewed and understand the position description described above:

Signature

Date

Print Name

Interested candidates should forward a resume along with salary requirements to:
Diane Maguire - dmaguire@sciencecenter.org.

For more information, check us out on the web at www.sciencecenter.org.