

Third Street Alliance for Women & Children is an Easton, PA based non-profit agency that provides homelessness prevention, shelter and homeless services to individuals and families in the Lehigh Valley. We also are home to The Learning Center at Third Street, an early childhood learning center which provides high-quality, affordable childcare to children ages six weeks to 12 years old.

Grants and Contracts Manager is responsible for writing Federal, State, Local, foundation, and corporate grant proposals to generate revenue for agency programs and initiatives. The position requires expertise in grant writing, excellent communication skills, experience in needs assessment, data analysis, and knowledge of the philanthropic landscape of the area.

Essential Job Functions

- Maintain and complete submission for current grants calendar.
- Research and identify new funding opportunities that match agency priorities from private and public foundation, corporate, and government funding prospects.
- Generate revenue for agency programs and services through the timely submission of well-researched, well-written and well-documented grant proposals and required supporting documentation.
- Synthesize complex information into clear and concise letters of inquiry, grant proposals, funder reports and briefing papers.
- Develop and maintain relationships with funders; create and execute strategies to steward relationships forward.
- Maintain strong communications with program staff and work collaboratively to conceptualize new projects.
- Write, develop and prepare reports for government agencies and offices of government officials, maintaining all necessary grant and contract documentation.
- Work with program directors to develop tools and delivery systems for program assessments.
- Create agency's Annual Report and manage design, content scheduling and production of periodic newsletter.
- Other projects as assigned by management.

Job Requirements

- A four-year degree from an accredited college
- Two years' experience grant writing and reporting experience, government grants/contracts a plus.

- Experience with prospect identification, research, and strategies.
- Superior communication skills both verbal and written.
- Experience working or volunteering in non-profit organizations.
- Strong interpersonal skills, the ability to building relationships within the organization and in the community.
- Superior technology skills (MS Office, Internet, social media platforms, database applications)
- Strong analytical and problem-solving skills.
- Ability to work independently and as part of a team, setting priorities and developing a work schedule.
- Ability to work flexible hours, as needed.
- Strict confidentiality in performing the duties will be maintained.

Physical Requirements and Working Conditions:

- Usually work a standard work week.
- May be required to work evenings or weekends during special events.
- Will work in an office environment, thus long hours spend sitting and using the computer and office equipment requiring attention to detail.
- Will have to do some lifting of supplies and materials from time to time.
- Will meet with others on a regular basis and deal with a wide variety of people.
- There are deadlines associated with this position.

Third Street Alliance is an equal opportunity employer, and it is our policy that employees and applicants will not be subjected to unlawful discrimination or harassment based on race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran's status or any other characteristic protected by law.