GRANTS MANAGER

The Commonwealth Institute for Fiscal Analysis (TCI) provides independent research and analysis of state fiscal and economic policy issues in Virginia, with a focus on how these issues affect people with low and moderate incomes in the Commonwealth. TCI’s mission is to use policy research and analysis to advance the well-being of Virginia communities and improve the economic security and social opportunities of all Virginians.

TCI is seeking an individual with an interest in fundraising and development for the position of Grants Manager to manage a large (over $2 million annually) and growing grants portfolio for the organization. The grants portfolio is made up largely of foundation and non-profit organizational grants and awards.

TCI respects, values, and celebrates the attributes, characteristics, and perspectives that make each person unique. Bringing diverse individuals together allows TCI and allies to collectively and more effectively address the issues that face Virginia communities. TCI further recognizes that we live and work in a society that is structured by racism and white privilege, both of which adversely impact communities of color. It is one of TCI's core values that its organizational culture, staff, partners, strategies, and investments advance racial justice within and beyond the organization.

CORE RESPONSIBILITIES:

Manage TCI’s grant-related activities:
- Coordinate and contribute to the writing and completion of grant proposals and reports.
- Track all grants opportunities from existing funders and ensure applications and reports are submitted on time.
- Use grant software and other leads to identify and present new grant opportunities for TCI or partners.
- Maintain clear systems for tracking donors, foundations, organizations and financial information.
- Advance our stewardship of foundations and donors.
- Administer grant funds, including a system for grant deliverable tracking, cost allocation, and reporting.
- Promptly respond to inquiries from funders, partners, and other interested parties.
- Assist in maintaining a budget-tracking database and other in-house research tools.

ADDITIONAL EXPECTATIONS:

The successful candidate should also:
● Possess a problem-solving approach to organizational challenges and help maintain an
environment that supports such an approach.
● Serve as an open and available resource to colleagues across the organization.
● Align with TCI’s culture of proactive management.
● Understand or quickly learn how state policy can be used to advance both racial and
economic justice in Virginia.

REQUIRED QUALIFICATIONS:

● An interest in fundraising or development (experience with grants management is a plus)
● Solid planning and organizational skills with high attention to detail, accuracy,
protocol, and deadlines
● Strong command over written and verbal communication
● Ability to work within a team
● Ability to perform in cross-functional team approach and job responsibilities
● Experience with or a willingness to quickly learn basic financial management skills,
including developing and monitoring budgets and financial reporting
● Ability to multitask and work well under pressure
● Ability to prioritize work, meet deadlines, and produce quality results on time with
attention to detail
● Proficient in using computers with related knowledge of software programs and internet

Candidates should also be comfortable working in an open office environment that fosters
critical collaboration among colleagues. TCI embraces an “all hands on deck” work environment
where everyone is vital to its success and there is a sense of both individual ownership and
shared purpose. TCI’s focus is on outcomes, so its work style allows for flexibility and a solid
work-life balance. With the current COVID-19 health pandemic, this role will begin as a fully
remote position. Once the TCI office reopens, this position will move to our office in Richmond,
VA.

REPORTS TO: Senior Vice President, Program Management and Operations

BASED IN: Richmond, VA

TRAVEL: Occasional travel within and out of state may be requested.

SALARY and BENEFITS: We are open to this position being structured as either full-time or
part-time. A full-time position would offer a salary range of $45,000 to $60,000 annually,
depending on experience. A part-time position would be offered a competitive hourly rate. TCI
also provides generous benefits, including comprehensive health care, dental, and vision
coverage; generous vacation leave; and a retirement plan with organizational matching
contributions.
**TO APPLY:** Send cover letter and resume to Leigh Anne Collier at
leighanne+hiring@thecommonwealthinstitute.org with the subject line: Grants Manager Posting.
No phone calls or other email inquiries, please.

The Commonwealth Institute for Fiscal Analysis is a 501(c)(3) non-profit organization. We are an equal employment opportunity employer committed to building a diverse and inclusive workplace. Women and people of color are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, any other class protected under the law, and any other consideration that serves to exclude qualified applicants.