



GRANTS MANAGER

GENERAL SUMMARY

About the CVSR (Cuyahoga Valley Scenic Railroad): The Cuyahoga Valley Scenic Railroad is in Northeast Ohio and is a preservation and excursion railway. As a non-profit 501(c)3, CVSR operates in partnership with the Cuyahoga Valley National Park (CVNP). The CVSR mission is to provide educational, recreational, and scenic railroad experiences and provide alternative transportation within the Cuyahoga Valley National Park and the Ohio & Erie Canal.

About the Role: A member of the Development Department and under direction of the Director of Development, the Grants Manager is responsible for researching, preparing, submitting, and managing grant proposals/reports which include: working with departmental directors to identify current and potential sources of operating; program and capital equipment support; conduct research to identify new sources of funding, prepare written proposals; monitor and track reporting requirements and outcome measurements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Research, identify and prioritize new and existing foundation and corporate grant opportunities for general operating support, restricted programs and capital needs.
- Review potential government funding prospects and vet for fit with CVSR needs and strategies
- Prepare and submit proposals. Collaborate with interdisciplinary teams to develop clearly identified deliverables and outcomes, as well as expense and revenue budgets.
- Coordinate and gather information from other departments (i.e., Operations, Education, Finance), prepare and submit requested grant reports by due date according to foundation specifications.
- Maintain master calendar of grants and prospects and all associated files and correspondence. Track, update and monitor grants calendar, including status of pending grant submissions and re-submissions. Record all data in Raiser's Edge.
- Maintain library of grant support documents including resumes, bios, IRS forms, Board/staff diversity lists, etc.
- Assist with funder relations and maintaining cooperative and interagency agreements in support of programs and projects with federal agencies and other non-profits
- Develop and maintain competency in CVSR's mission, work, and needs through regular exposure to CVSR activities, constituents and staff.
- Work with Marketing Department to ensure acknowledgment of funders/investors via website, e-newsletter, and social media.
- Perform other related duties as assigned

REQUIREMENTS

Education and/or Experience

- Bachelor's degree required
- Experience in grant writing and reporting, grant performance indicators, monitoring and evaluation
- Strong written and verbal communication skills; demonstrated research, writing, editing and budgeting skills
- Ability to analyze complex issues, summarize key findings and communicate findings in a clear and concise manner
- Excellent organizational and time management skills, with attention to detail, accuracy and pacing
- Strong project management skills. Work requires continual attention to detail in preparing reports, processing information, establishing priorities and meeting deadlines
- Ability to work both independently and as part of a team
- Strong interpersonal skills; mature and professional manner; ability to communicate with poise and tact; ability to maintain confidence and act with discretion.
- Proficiency with MS Word, MS Excel, MS PowerPoint. Experience with Raiser's Edge software would be helpful but is not required.

Job Type: Full-time

Pay: \$48,000.00 - \$53,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Tuition reimbursement
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Work Location: In person