



Job Announcement Grants Manager

Compass Center, a non-profit organization providing prevention, crisis, and long-term self-sufficiency services for survivors of relationship violence across Orange County seeks a skilled and detail-oriented Grants Manager to join our team!

Compass Center

Compass Center was created by the 2012 merger of The Women's Center and the Family Violence Prevention Center to promote gender equity through a blend of empowerment resources and services. We offer services to all people in a welcoming, safe and confidential environment. Located in Chapel Hill, NC, and serving Orange County, Compass Center provides career and financial education, domestic violence crisis and prevention programs, assistance with legal resources, and youth sexual health education programs. Across all of its programs, Compass Center serves approximately 5,500 people each year.

Our core services include:

- **Education**: middle school programs on youth sexual health and empowerment related to safe relationships and community education for adults on domestic violence prevention, among other programs.
- **Domestic violence**: a 24-hour Hotline, crisis counseling and safety planning, short-term emergency housing, help with Domestic Violence Protective Orders, civil and criminal court accompaniment and advocacy.
- **Self-sufficiency**: career and financial counseling and workshops, legal information, and referral services that provide support and information to empower those accessing them.

Compass Center is committed to including racial equity goals in our organizational goals as a next step in addressing the impact of racism and oppression and becoming catalysts of change across our organization, the community, and larger society. This is the first time in Compass Center's history to have a black Executive Director, who joined us in early 2022. Christian Adams comes with significant experience in justice-based organizing, training and upholds the values of full bodily autonomy and integrity as we work to fulfill our mission and serve the community.

Compass Center's 2022-2023 annual budget is \$1.8 million, representing approximately 28% in government (state, federal) grants, 31% in corporate and foundation grants, 13% in private grants, and 28% in individual philanthropic giving. In 2021 Compass Center successfully completed a \$1 million *Safe Homes, New Lives Campaign* to provide short-term

emergency housing for survivors of domestic violence and their children. In FY 21-22 Compass Center served 1528 victims/survivors of domestic violence – a 14% increase from the previous fiscal year. Learn more about our services, impact, staff and board at www.compassctr.org.

Primary Duties and Responsibilities

The Grants Manager serves as the primary grant writer, completes most programmatic reporting, ensures compliance with grant obligations, and supports project development and outcome reporting. This position requires strong writing, data analysis, program budgeting, and project management skills, with an emphasis on grant compliance and outcome measurement.

The Grants Manager reports to the Development Director, collaborates with the Executive Director, Associate Director, accounting team, a part-time Communications Manager and other staff to apply for grant opportunities from federal, state, and local government agencies and corporate funders. The Grants Manager serves as an integral member of the staff leadership administrative team who collectively manage around 15 staff members. A dedicated team of more than 100 volunteers help teach self-sufficiency and financial literacy courses, provide support for legal and court issues, and help ensure that the Domestic Violence Crisis Line is available 24 hours a day.

The Grants Manager will work with the Development Director to ensure that the Center follows an integrated development plan that supports and enhances all areas of the organization. Specific areas of focus include:

Grants Management

- Write high quality grant proposals, applications, and coordinate supporting documents. Develop, edit and submit appropriate, clear and targeted proposals and reports within funder specifications and deadlines.
- Create, monitor, and assist in evaluating the fiscal administration of grant budgets in collaboration with program and finance teams.
- Manage external program data reporting required by various grants on a monthly, quarterly, and annual basis.
- Build relationships with grant officers/points of contact at foundations or grant-making agencies.
- Prepare, or assist the leadership team in preparing, accurate programmatic progress reports to funders and submit in a timely manner.
- Collaborate on the construction of new and continuing grant applications with the Development Director, Executive Director, Associate Director, and other staff.
- Assist in the annual budget preparation process and budget review process

throughout the year.

- Assist as requested with funder site visits; assist with the preparation of site visit documents.
- Maintain master grants calendar of grant-related deadlines. Maintain excellent records of grant funding.
- Prepare end of fiscal year summary of program outputs for Executive Director.
- Research new funding opportunities as requested.

Data Quality

- Work in coordination with the Associate Director to ensure that accurate documentation related to client contacts and evaluation is completed.
- Work with staff assigned to the management of the client database to ensure that data needed for grant output and outcome reporting and general program evaluation is being collected and reported accurately in the client database.

Administration

- Prepare monthly reports as needed.
- Attend staff, program, and other meetings as requested and as necessary for the duties of the position.
- Participating in the on-going maintenance of a clean, organized and welcoming environment.
- Other activities as assigned by the Executive Director.

Position Requirements/Desirable Attributes

- Minimum of four years of experience in grant writing, management, and reporting.
- Minimum of two years direct client experience in an agency that includes training, supervision, and non-profit management.
- Must have the ability to implement processes and to gather, evaluate, and report statistically measurable outcomes.
- Ability to perform job duties with a high degree of initiative and professionalism and demonstrated sound judgment.
- Ability to work effectively as a team member with people of all backgrounds.
- Strong administrative skills, attention to detail, and self-motivation with the ability to set priorities and manage multiple tasks under minimal supervision.
- Excellent communication skills both oral and written.
- Strong persuasive writing, editing, and proofreading skills, as well as the ability to adapt writing style to multiple audiences.

Salary and Employee Benefits

Part time non-exempt; some evening and weekend hours will be required. The compensation for this role is at an hourly rate of \$32.00 per hour for approximately 28-30 hours per week. This position is eligible for prorated paid time off (increases annually during employment); prorated holiday pay as detailed in the personnel policies (fourteen (14) paid holidays per year) and this position is eligible for one (1) self-care/community wellness day paid off per month.

Equal Employment Opportunity

We actively encourage diverse candidates to apply, especially those who are Black and/or Indigenous People of Color, Women and gender minorities, people with lived experience of domestic violence and/or housing instability and people with disabilities and/or neurodivergence. Compass Center provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, color, religion, age, gender identity or expression, sexual orientation, disability, appearance, class, body size, partnership status, parenting and/or pregnancy status, genetic information, national origin, or veteran status.

Applications

Please submit a cover letter (including how you learned about this opportunity) referencing your interest, experience and why you would be a good fit, plus your resume. Candidates that advance to the second interview round will be expected to provide a writing sample. Applications will be reviewed beginning February 2023 and will be accepted until the position is filled. No phone calls please. Anticipated start date is April 2023.

Send applications via email to:
Christian D. Adams, MSW
Executive Director
employment@compassctr.org