



Position: Grant Manager | **Full-Time:** Salary Position

Culture:

Trying Together's mission is to support high-quality care and education for young children.

Trying Together is a Pittsburgh-based nonprofit that supports the work of early childhood by providing advocacy, community resources, and professional growth opportunities for the needs and rights of children, their families, and the adults who interact with them. A fast-paced organization, Trying Together looks for dedicated and passionate staff who bring positivity to their work and a solution-oriented sensibility.

Trying Together is an equal opportunity employer. Trying Together does not discriminate and encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply. All candidates will be evaluated on a merit basis.

Purpose:

The Grant Manager provides key operational support for Early Care and Education professionals in helping to initiate and manage grant awards. The manager is responsible for the overall contractual process for the provider's program award ensuring contractual documents comply with all relevant policies, guidance and procedures. The manager will prepare and finalize contractual agreements with early care and education program administrators and create a process for the review and approval of grant submittals and distribution of grant awards. The Grant Manager will work collaboratively with ELRC and Quality Initiatives staff to facilitate the grant award process.

Responsibilities:

- Using appropriate contract templates, prepare and finalize grant agreements to support grant awards in alignment with the grant requirements.
- Finalize and submit documents for review and approval.
- Work closely with early care and education program administrators to ensure adherence to appropriate policies and procedures.
- Modify or amend agreements as needed.
- Maintain a detailed documentation of all grant activities including approvals, justification for decisions and related information.
- Provide updates and track status for all grant contract related activities.



- Prepare reports and analyses of grant activity.
- Provide timely service in all interactions with early care and education program administrators.
- Assist in reviewing budgets and preparing reports, as needed.
- Participates in initial and on-going professional development for the purpose of professional growth and skill development.
- Commitment to racial equity and inclusion and a willingness to do the ongoing personal work to bring about a more just society.
- Promotes and supports the vision, mission, and goals of Trying Together. To learn more, visit www.tryingtogether.org.

Additional Knowledge, Skills and Experience

- Must be able to interact with colleagues and individuals and programs we serve in a positive and professional manner.
- Good judgment and decision-making abilities.
- Must demonstrate enthusiasm and flexibility.
- Demonstrated leadership and management style that is especially effective in working in cooperation with professionals that represent a wide range of interests and needs.
- Experience developing and negotiating contracts and agreements.
- Detailed organization and understanding of the contracting process, including contract documents, relevant terms, and conditions.
- Exceptional communication and writing skills.
- Operations and project management skills with minimal supervision.
- Comfortable with a team approach to management.
- Ability to maintain a project timeline and monitor progress toward goals.
- Must be able to work independently and as a team member.
- Ability to maintain confidentiality.

Qualifications:

- Bachelor's Degree in Business, Education or related field.
- Two years' experience managing grants and projects.
- Ability to work independently and possess excellent problem-solving skills.
- Excellent written and verbal communication skills.
- Intermediate to advanced computer skills, Internet and email.
- Proficiency in MS Office, financial software applications and reporting packages.





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Required Clearances:

- Clean Act 33 Child Abuse Clearance.
- Clean Act 34 PA State Police Clearance.
- Clean Act 73 Federal Criminal History Clearance.
- National Sex Offender Registry (NSOR) Verification.
- Valid Driver's License and proof of insurance.

Required Training:

- Mandated Reporter Training (must be completed in the first month of placement)

Benefits:

- Competitive compensation and benefits package.
- Appreciative inquiry and strengths-based review process.

Interested Applicants:

Submit cover letter and resume with a minimum of three work-related references to jobs@tryingtogether.org. Phone calls will not be accepted. Posting will remain open until filled.

