**Grants Acquisition and Administration Manager**

**Position Summary**

The Grants Acquisition and Administration Manager reports to the Chief Impact Officer and plays a pivotal role in securing and managing grants that support United Way of Forsyth County Winston-Salem, North Carolina’s community impact work. This role leads efforts to grow our grant portfolio by identifying, cultivating, and stewarding public and private funding opportunities. The manager works across teams to ensure grant strategies are aligned with organizational priorities and that all funded work is measurable, compliant, and impactful.

**Grant Revenue Development and Strategy**

• Leads the development and execution of an integrated grants acquisition plan to expand annual institutional funding.

• Proactively identifies, researches, and evaluates funding opportunities from government, foundation, and corporate sources.

• Co-develops the annual grants strategy with the CEO and CIO to align with UWFC's funding priorities and impact goals.

• Writes compelling, data-informed proposals and coordinates development with internal departments for supporting materials.

• Collaborates with Resource Development and Marketing and Engagement teams to ensure unified messaging and funder communications.

• Partners with department leads to collect program data, financials, and community insights to support application development.

• Serves as primary relationship manager for institutional funders, ensuring stewardship and engagement throughout the funding cycle.

• Oversees proposal compliance and internal review processes to meet funder standards and ensure quality.

**Grants Management and Compliance**

• Oversees post-award grant management including reporting, documentation, and internal coordination.

• Collaborates with finance and program teams to track grant spending, deliverables, and reporting accuracy.

• Maintains up-to-date records of grant activities and ensures compliance with funder expectations.

**Program Planning, Evaluation, and Partner Support**

• Monitors funding and policy trends to inform strategic grant planning and identify emerging opportunities.

• Develops or supports cross-sector grant initiatives that reflect UWFC’s priorities and respond to community needs.

• Aligns proposals and funding strategies across departments to improve coordination and impact.

• Cultivates external partnerships that lead to co-investment and shared learning.

• Participates in high-visibility initiatives that strengthen UWFC’s presence in the funding landscape.

**Community Investment & Strategic Alignment**

• Contributes to the design and execution of place-based and community-wide investments.

• Tracks and integrates new funding opportunities that align with UWFC’s equity, health, education, and financial stability efforts.

• Builds relationships with partners and collaborators to strengthen regional impact and attract funding.

• Represents UWFC in local and regional coalitions, helping to position the organization for future funding and strategic partnerships.

**Skills and Qualifications**

• Bachelor’s degree required.

• Minimum five years of grant writing and fundraising experience, preferably in the nonprofit sector.

• Proven success in securing competitive grants, including demonstrated experience with federal grant applications, and managing multi-funder portfolios.

• Strong writing, communication, relationship-building, and project management skills.

• Understanding of program evaluation, outcomes measurement, and funding compliance.

• Highly organized, detail-oriented, and able to manage multiple deadlines.

• Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).

**Physical Requirements**

The position requires occasional movement throughout the office to access files,

or move supplies weighing up to 20lbs.

**Required**

NC Driver’s license and auto insurance

**Additional Details**

• This is a hybrid office position, required to be in the office Monday – Thursday

Friday remote.

• United Way offers a full health benefit package, 12 paid holidays, wellness days, PTO, 401k match, and a defined contribution plan.

• FLSA Status: Exempt

• EOE