



LEAP Social Enterprise, Inc.

POSITION: Grants Manager

QUALIFICATIONS: Bachelor's degree in a related field such as business administration, or public administration.

REPORTS TO: Chief Executive Officer

JOB SUMMARY: Leap Social Enterprise Inc. is seeking a Grant Manager to support the implementation of the grant, timeliness, compliance, and coordination with key personnel. The Grant Manager will work closely with the charter network program team and other stakeholders to ensure the successful planning, execution, and evaluation of our programs. The successful candidate will have strong project management skills, excellent communication skills, and a passion to excel. Duties include managing overall grant efforts, documenting payments, and expenditure, optimizing the grant administration process, preparing progress reports, ensuring compliance with grant regulations, reviewing grant proposals, managing grant databases, engaging with donor agencies, educating staff on policies, and preparing financial reports.

MAJOR DUTIES & RESPONSIBILITIES:

- Monitor grant-funded projects and ensure compliance with grant requirements.
- Manage grant budgets, including tracking expenses, preparing financial reports, and forecasting funding needs.
- Develop and maintain relationships, including providing regular updates and reports on grant-funded projects.
- Participate in fundraising and other development activities to secure additional grant funding.
- Ensure that all grant-related documentation and records are accurately maintained and up to date.

- Develop and manage grant schedules, ensuring that all activities are completed on time and within budget.
- Support grant evaluation efforts, including collecting and analyzing grant data, preparing reports, and making recommendations for grant improvement.
- Communicate grant updates and progress to stakeholders, including senior leadership, partners, and participants.

REQUIRED SKILLS:

- Excellent communication, writing, and interpersonal skills.
- Strong project management and organizational skills.
- Budgeting and accounting experience.
- Ability to work independently and manage multiple projects simultaneously.
- Ability to work collaboratively with team members and external partners, and to build strong relationships.
- Familiarity with grant application processes and grant reporting requirements.
- Knowledge of auditing policies.
- Proficient in Microsoft Office.

If interested, send us a resume, and a cover letter. You can email the application to Dr. Gloria Bonilla-Santiago (gloriab@leapsocialenterprise.org)

TERMS OF EMPLOYMENT: Twelve month contracted position. Salary, hours and work year to be determined by Board of Trustees.

EVALUATION: Annually according to Board policy.

BOT Approval Date:

BOT Review Date: