



AGENCY

South Valley Services (SVS) is a non-profit organization whose mission is to provide options to anyone who has experienced domestic violence. We provide counseling, case management, prevention, and shelter to help individuals and families build lives free from violence. Our programs aim to empower individuals to recognize their self-worth and develop the necessary skills to reach their full potential. SVS believes advocacy, prevention, and safety are the primary tools in eliminating domestic violence. To achieve this goal, SVS groups these three strategies into the following service areas:

- The Sanctuary: provides shelter for women, men, and children seeking a safe place away from domestic violence
- Community Resource Centers (CRCs): provide case management and supportive services from community-based locations to make accessing services more attainable
- Prevention and Education: informs and educates the public regarding domestic violence and how to recognize, respond, and refer individuals who need services

POSITION: Grants Administrator

The Grants Administrator oversees all grant-seeking activities to support South Valley Services' goals and maximize revenue opportunities. This position helps develop strategies to secure funding from a diverse portfolio of sources. They identify future opportunities and help maintain current relationships. In consultation with the Development Director, the Grants Administrator proposes grant opportunities that help ensure a balanced and secure funding mix to support the agency's work.

CLASSIFICATION: Full-time Salaried (Exempt, 40 hours per week)

QUALIFICATIONS

- Ability to work independently (currently based in a home office) and as part of a team (in the office or via web meetings)
- Proven writing, analytical and verbal communication skills
- Ability to manage sensitive and confidential information
- Ability to pass a background check
- Valid driver license, current auto insurance, and access to reliable transportation
- Technical proficiencies preferred: DonorPerfect, Microsoft Office; Apricot database

EDUCATION/EXPERIENCE

- Minimum Bachelors degree required, Masters degree preferred
- Minimum of three (3) years prior development experience, ideally in the domestic violence field
- Familiarity with Community Development Block Grants (CDBGs), Zoom grant software (submission and reporting), and submission and reporting for federal grants

SALARY: \$60,000

REPORTING RELATIONSHIP: Reports to the Development Director

RESPONSIBILITIES

- Grant-Seeking Activities
 - Researches potential funding sources and is responsible for maintaining a diverse funding pipeline that supports the work of the agency
 - In collaboration with Development Director, writes funding proposals and submits applications in a timely fashion (both for internal review and to the funder)
 - Collaborates with internal departments to ensure that the focus of each grant application appropriately aligns with the agency's work and funding needs
 - Coordinates and collaborates with outside agencies regarding collaborative funding opportunities
 - Availability to give interviews and presentations on South Valley Services' programs and events, as well as provide a strong rationale for support
 - Represents the agency at relevant community meetings
- Grant Reporting Activities
 - Collaborates with internal departments to ensure grant applications and funding reports speak to the scope of the funded activities
 - Develops/maintains systems and procedures to ensure the accuracy, validity, and timeliness of opportunities for approval, work in progress, and grants submitted
 - Prepares reports with analysis on the agency's development activities
- Administration
 - Acts as lead internal authority on funding opportunities (new and current)
 - Stays abreast of trends and best practices in the development field and advises the agency accordingly
 - Maintains DonorPerfect database (data entry, preparation of acknowledgments, report generation, data analysis)
 - Develops and maintains external contacts to facilitate funding opportunities.
 - Ensures that accurate and persuasive content is created and maintained for various purposes (proposals, marketing initiatives, fundraising campaigns, etc.)
 - Provides technical assistance to ensure effective grant administration and adherence to relevant funder regulations

TO APPLY: Send a cover letter detailing relevant experience and resume to hr@svsutah.org