

## GRANTS MANAGER

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### Job description

#### ABOUT JFS METROWEST:

JFS MetroWest has been helping families and individuals of all ages manage life's challenges since 1861. JFS is the MetroWest community's premier mental health and social service agency providing comprehensive behavioral healthcare and related social services to over 6,000 members of the Jewish and general communities in Essex, Morris, Sussex, and North Union counties.

JFS MetroWest provides innovative, compassionate, and outstanding social services to enhance the independence and well-being of individuals and families throughout all stages of life.

JFS MetroWest offers a casual, flexible, and team environment where there is opportunities for development.

#### ABOUT THE POSITION:

Job Title: Grants Manager

Location: Florham Park, NJ/ Hybrid

Job Types: Full-time.

Job Summary: Jewish Family Service of MetroWest, NJ is seeking a driven, resourceful Grants Manager to ensure the funding of programs through grant writing and the development of new grants and foundation funding.

#### Job Description:

- Reporting to the CEO this full-time position is responsible for the preparation and submission of grants, quarterly reporting on existing grants, and research for new funding opportunities.
- The grants manager also represents the agency at meetings with current and prospective private/public funding sources.
- The grants manager works with program directors and members of the senior management team to identify programs that need funding and participate in strategic planning.
- This Manager also works with the business office in the preparation and monitoring of all financial reports regarding funding development, grants, and government contracts.

**Education/Experience:**

- The successful candidate will have experience developing long term relationships with funders, private and public grant writing, and working with private/public foundations
- She/he will be highly organized, possess the requisite research skills, a track record of developing relationships with new funders, and excellent communication skills.
- Minimum 5 years' experience in grant writing and grants management required,
- MSW preferred.

**JFS MetroWest is proud to be an Equal Employment Opportunity and Affirmative Action employer.** JFS MetroWest celebrates and embraces difference, we support it, and we thrive on it for the benefit of our employees, and our community.