



Employment Opportunities/ Job Openings

Grant Writing Manager

Catholic Charities Atlanta is seeking a self-starter with strong organizational and communication skills, to join our team as our new **Grant Writing Manager**. This **full-time position** on our Performance and Quality Improvement Team will lead the agency's grant writing process. Working closely with finance and program staff, the Grant Writing Manager will reach across departments for organized and timely submission of grant applications. Additional responsibilities include tracking grant applications, managing the agency's grant calendar, and maintaining current documentation in the Grant Resource Center.

Qualifications:

- Undergraduate degree (or equivalent work experience) in relevant field
- Highly organized, detail-oriented, and flexible
- Proven experience with grant writing and reporting
- Excellent written and oral communication skills
- Ability to communicate with external stakeholders, such as funders and grant makers
- Social service experience preferred
- Mastery of Excel, PowerPoint and Word
- Ability to work independently across the organization

Responsibilities:

- Lead the agency's grant writing process (which includes research, application development, editing and reviewing)
- Communicate with finance and program staff for organized and timely submission of proposals
- Supervise grant contractor
- Support programs with grant reporting
- Communicate with funders about grant opportunities
- Manage the organization of the Grant Resource Center, grant timelines, Grant Calendar, and Grant Tracking spreadsheet
- Support CCA's PQI goals by ensuring programs are compliant with agency, COA, and grant requirements
- Serve on the agency's PQI Committee'

Interested candidates should send resume and cover letter to:

ccaemployment@catholiccharitiesatlanta.org