



Position Description

Vice President, Grants Division

Ashley|Rountree and Associates

ABOUT

As the region's leading provider of consulting services for nonprofit organizations, the mission of Ashley|Rountree and Associates is to assist nonprofit organizations in growing philanthropy and achieving self-sustainability to help the communities we serve become better places for all who live and work in them. The work we do is instilled in our values: collaboration, sustainable growth, allyship, impact and ethical practices.

The firm is currently comprised of six full-time positions and 27 consultants/contractors. Ashley|Rountree continues to grow and diversify its offerings to the nonprofit community locally and nationally. The company has 5 divisions each with its own Vice President and many consultants who have direct nonprofit expertise: Capital Campaigns, Fund Development, Grants, Strategic Planning/Partnerships and Collaborations, and Searches. We are currently seeking a Vice President of Grants who will provide vision and dynamic leadership to carry out the mission of the division and lead the team.

THE OPPORTUNITY

In its third year as a division, the grants team has grown to 15 grant professionals all working as a team to provide research and grant writing for a growing client list amounting to thousands of hours annually. Projects include writing smaller applications to large, multi-year requests from national foundations, as well extensive research of qualified funding opportunities for clients. The Vice President of Grants, as a full-time employee, is responsible for the overall management of the grants division and will also maintain a portfolio of grant writing clients. Division of time between management and grant writing is currently estimated at 50-50. As the division grows, management time could increase over grant writing time.

The Vice President must take initiative and be able to handle multiple projects simultaneously. The successful candidate will lead the grants division team by assisting with sales lead calls, writing sales lead proposals, assigning consultants to projects and communicating to the grant writers on a timely basis. Knowledge of the private and corporate foundation (local/regional/national) community is essential as is a background in writing grant applications of all sizes. Understanding local, regional and national funding trends is vital. The position will inform the grant's team about these trends and make sure that grant professional's strengths are matched to our client needs. While the division has established best practices, policies and procedures, there is a need for further analysis especially with regards to foundation searches and grant research. The Division Head reports to the Chief Operating Officer.

CANDIDATE PROFILE

Responsibilities include:

1. Daily management of a growing 15 staff of independent contractor grant writers.
2. In conjunction with President, COO or even at times solo, engagement in the sales cycle with potential clients on possible projects and assessing needs of potential clients.
3. Write client proposals and work with Ashley|Rountree team to get proposals submitted.
4. Ongoing networking and recruitment of potential grant consultants, when needed.
5. Maintain excellent client relations with former and current clients.
6. Maintain excellent relationships in the local and regional foundation community.
7. Oversees foundation search and research process.
8. Oversees grant calendars preparation for clients.
9. Participate in grant writing (both non-federal and federal).
10. Evaluates grant writing effectiveness as a team.

The Vice President, Grants Division will possess the following attributes and competencies:

PREFERRED QUALIFICATIONS/SKILLS AND ABILITIES

- Bachelor's Degree or higher
- At least 5 years of experience in the grants profession
- Extensive experience working in the nonprofit sector
- Experience in both non-federal and federal grant applications
- Strong understanding of the culture of nonprofit organizations
- Progressive management style
- Provides oversight and direction for the grant professionals
- Timeliness and adherence to deadlines
- Familiarity with Foundation Directory Online, Little Green Light, and other grant databases
- Strong writing and research skills
- Excellent interpersonal relationship skills, such as
 - Verbal communication
 - Active listening
 - Openness
 - Negotiation skills
 - Decision making and problem-solving skills
 - Conflict resolution
 - Assertiveness
 - Positive attitude
 - Teamwork
 - Empathy
- Adapts quickly and easily to change
- Resiliency
- Highly motivated, self-starter
- Passion for the grants profession

COMPENSATION AND BENEFITS

Ashley|Rountree and Associates offers a competitive salary and possible bonus structure commensurate with experience. Benefits include health insurance, employer-matched retirement plan, vacation and sick leave, professional development opportunities and more. Ashley|Rountree is an equal opportunity employer and encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

CONTACT

To apply for this position please submit a cover letter, resume and three references [here](#). Please note GRANT in subject line. For confidential questions or inquiries, contact Lisa Betson Resnik at lresnik@ashleyroutree.com. All inquiries will be kept strictly confidential.