



Government Grants Manager

The Government Grants Manager enables YWCA Delaware to deliver our mission by seeking out, securing and managing government grants that fuel our work. Reporting to the Chief Development Officer, the GGM leads the effort to secure and manage program government grant support to meet the financial and operations needs of the organization. As GGM you will manage a complex grants portfolio including setting appropriate priorities, applying knowledge of organization needs and deadlines, and consistent follow up to assume receipt of required documentation. You will work closely with program and financial staff compiling data, performing complex financial analysis work for the formulation of budget estimates and participate in the planning, development and review of grant funding requirements. The GGM will identify, research, and secure new grant opportunities that align with the organization's strategic priorities and provide post-award contract administration and oversight for compliance.

We need a professional with at least 3 years experience in grant writing and contract administration. Experience with government grants, particularly Federal, is preferred. Excellent writing and communication skills are required. Experience with Microsoft Office suite and CRM databases is required, Salesforce a plus. Experience with nonprofit accounting and budgeting is preferred. This position requires a high degree of organization, attention to detail and ability to work cooperatively with the program and finance teams.

YWCA Delaware is on a Mission to eliminate racism, empower women, stand up for social justice, help families and strengthen communities. Annually, nearly 6,700 people participate in our comprehensive programs. YWCA Delaware is a leading advocate for women by providing housing, violence prevention and sexual assault crisis services, financial empowerment, racial justice and youth programming. We empower women politically, financially and socially, while fostering the confidence and can-do attitude needed to eliminate barriers and overcome life's obstacles. We are a statewide organization headquartered in Wilmington, Delaware.

Our worksite is located in the Community Service Building in Wilmington, Delaware. We offer a competitive salary, paid parking and comprehensive benefits package. Qualified candidates should send a cover letter, resume and salary requirements to resume@ywcade.org. To learn more about YWCA Delaware please visit our website at www.ywcade.org.

YWCA Delaware is an equal opportunity employer. We are committed to inclusivity and encourage qualified candidates from all cultures and communities to apply.

No phone calls please.