



COMMUNITY
FARM
ALLIANCE

www.cfaky.org

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GRANTS MANAGER

2020

The *Grants Manager* is a full-time Community Farm Alliance (CFA) employee and a member of CFA's Administrative team responsible for assisting the Executive Director and Development Director in supporting the directives emanating from the Board of Directors for the organization's consistent achievement of its mission, financial objectives, and administration. As a key member of CFA's Support Team, the *Grants Manager* maintains grant reporting obligations, contributes to the development of CFA's funding, provides administrative oversight, and assists in staff and leadership development.

The *Grants Manager* works closely with the Development Director and the Administration and Resource Manager (ARM) related to grant management, including budgeting and projections, accounting and reporting, and grant compliance.

GENERAL RESPONSIBILITIES:

- Contributes as needed to communication content via print, web, and social media with CFA's membership regarding the work of the organization and enhances the quality of the communication systems where possible;
- Identifies and analyzes agricultural issues that affect Kentucky's family farmers;
- Collaborates with CFA's staff team, CFA members, allied organizations, businesses, community leaders, institutions, policy makers, and the media to advance the mission and goals of CFA;
- Assists as needed CFA's staff team with additional duties including, but not limited to, preparing for the annual membership meeting and fundraising events, and mass mailings.

FOCUSED RESPONSIBILITIES:

Grant Development and Management

- Develops and maintains comprehensive grant management and reporting systems (SAM, REport, etc.)
- Maintains grant specific balance sheets
- Coordinates with staff in the development and preparation of timely grant and other organizational reports
- Works closely with the Development Director and the Executive Director to prepare and submit grant invoices and progress reports
- Reconciles monthly bookkeeping compiled by the Administration and Resource Manager
- Contributes to the development of grant proposals
- Handles information requests, and performing clerical functions such as preparing correspondence related to grant management

Organizational Development

As a member of CFA's Administrative Team, the *Grants Manager*

Job Description

- Serves as sounding board for the Executive Director and the Development Director
- Helps assess internal organization issues such as
 - Grant management and reporting procedures
 - Staff development
- Supports Network development with other organizations
- Supports leadership development by developing supportive resources
- Prepares organizational reports for the Board and leadership
- Helps monitor and develop CFA's administrative systems