

# Appalachian Sustainable Agriculture Project Job Description

**Position:** Grant Manager

**Supervisor:** Finance Director

**Classification:** Permanent, Full Time, exempt

This position is regularly scheduled for Monday through Friday, 9am to 5pm. ASAP offers a hybrid work schedule of three days in ASAP's Asheville office and two days remote..

ASAP's mission is to help local farms thrive, link farmers to markets and supporters, and build healthy communities through connections to local food. ASAP is committed to creating a local food system that is equitable, environmentally sustainable, economically viable, and health promoting. To read our equity statement, please visit <https://asapconnections.org/about-us/>

**Purpose:** The Grant Manager is the lead grant writer for the organization and responsible for grant application research, creation, submission, and reporting. This position will lead prospecting grant proposals that support ASAP's goals and meet funding guidelines and criteria. The Grant Manager supports funder communication and development, monitors compliance reporting, and supports special project initiatives.

## **Activities include (but may not be limited to)**

### **Grant writing and reporting:**

- Research diversified funding opportunities which align with ASAP mission and program services to include new grant resources
- Lead biweekly grant meetings and provide updates
- Lead the research, development, writing, and submission of grant proposals
- Lead grant reports, funder reports, performance reports, finance reports, and other reports as needed with support from staff
- Manage grant project timelines for writing, submission, and modifications
- Coordinate with the finance team on internal budgets and financial reports
- Manage grant application and award systems in database
- Manage the grants calendar (outreach to funders, due dates, and grant cycles)
- Support tracking and reporting of programmatic data
- Communicate with funders as needed
- Support in monitoring of adherence to legal guidelines and internal policies

**Project Management and Operations:**

- Manage enhancement, scalability, and performance of existing database structure
- Hires and supervises the database development contractor.
- Lead review of grant process and update documentation as needed
- May supervise program staff and interns, participating in hiring.
- Maintain official records and documents, and ensure compliance with federal, state, internal, and local regulations.
- Perform other administrative duties as assigned.
- Evaluate and present grant performance metrics

**Organization Mission and Strategy:**

- Participate in overall organizational planning and development
- Support responsive programs that direct demand for local products, build capacity, and make connections across the local food system.
- Work with Directors to identify long-range strategies for grants and fundraising
- Provide leadership in identification, conception, writing, submission, and administration of grants to ensure that adequate funds are available to permit the organization to carry out its work
- Keep senior management/Board of Directors informed with detailed and accurate reports or presentations
- Support our commitment to diversity, equity, and inclusion

**Skills and Experience:**

- Minimum four years grant research, grant writing, and grant management experience
- Preferred experience writing grants for nonprofits/causes
- The ability to collaborate on projects with a variety of teams
- Excellence in writing, editing, and project management
- Strong organizational and project management skills
- Familiarity with federal grant processes, requirements, and regulations
- Preferred experience with Salesforce (or similar CRM)
- Strong problem-solving
- A management style that encourages collaboration, cooperation, and personal growth
- Commitment to diversity, equity, and inclusion
- Experience with database reporting, programming, and management

**Required:**

- ASAP requires all staff to be fully vaccinated against COVID-19 and to follow office guidelines based on CDC recommendations
- Must provide consent for a background check
- Ability to regularly lift and/or move up to 25 pounds without assistance
- Some local travel

**Compensation**

Contact Melinda Lequin at [melinda@asapconnections.org](mailto:melinda@asapconnections.org) OR 828-236-1282 for information about compensation. Benefits include an employer match retirement plan, starting 34 days of paid vacation, paid sick time, and paid holidays, paid professional development opportunities, and employee assistance services for staff and family. ASAP is currently a qualifying employer for the Public Student Loan Forgiveness (PSLF) Program.

**To Apply**

Email a cover letter, resume, and three references with the email subject line: 2024 Grant Manager to [jobs@asapconnections.org](mailto:jobs@asapconnections.org). Please submit documents in PDF or Google Docs format.

We will reply to all applicants within two weeks.

This position will be filled as soon as possible but will remain open until filled. Applications accepted only by email. Please do not call or come by the office.

ASAP is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, national or ethnic origin, disability, sexual orientation, gender identity, political beliefs, creed, marital status, genetic information, veteran status, or any other classification protected by applicable law.