SERV Behavioral Health System, Inc.

Title: Grants and Foundations Director

Location: Clifton, NJ

Job Type: Full-Time (Experienced)

Compensation Type: Hourly

Start Date: ASAP

Job Description: The Grants and Foundations Director is responsible for writing, administering and managing the current and prospective grants portfolio at SERV Behavioral Health System. Under the guidance and support of the SVP, Development & Marketing, who reports to the president & Chief Executive Officer, the Grants & Foundations Officer will research and develop grant and foundation sources and produce written correspondence and requests to generate funds from private/public institutions to support and sustain the organization’s programs and services. The ideal candidate will have significant experience with fast-paced, high volume grant production and will be responsible for submitting 75+ proposals each year.

Primary Responsibilities:

- Generate LOIs and proposals for current and prospective funders as per deadlines
- Research and develop grant sources, independently and as per referrals and directives from SVP, Development & Marketing
- Communicate as necessary with grant and fund officers at funding institutions under the direction of the SVP, Development & Marketing
- Package grant applications and generate attachments for applications
- Track status of grants including submission dates, anticipated response dates, report due dates, success rates
- Generate reports for successfully funded general operating grants and work with program staff members to generate reports for restricted grants
- Work with Finance Department to ensure that financial reports are accurate and reflective of submitted grant budgets
- Create grant budgets as per templates for each funder on an as needed basis
- Manage grant submission calendar which includes grant deadlines and funding details as they relate to each funder
- Research prospective funding for specific SERV BHS programs in all areas of giving (including Individuals)
- Manage prospective funding list and application schedule of prospects as per directives from SVP, Development &Marketing
- Facilitate and participate in institutional funding due diligence process as needed (submitting appropriate financial reports, site visits, etc.)
- Track and manage data collection for program evaluation, monitoring and reporting purposes under the direction of the SVP, Development & Marketing
- Regularly update grant language to ensure that new program initiatives are accurately reflected in narratives
- Maintain and manage electronic and physical funding archive
• Seek out appropriate professional development opportunities to expand knowledge of the field and new opportunities
• Maintain knowledge of current funding trends in Behavioral and developmental/intellectual health
• Perform other tasks as assigned

**Qualifications:** To perform this important job successfully, the Grants & Foundations Officer must be able to fulfill all of the elements of the job description to the highest standard, and be able to work well with colleagues in a high energy, collaborative environment with open communication. The ideal candidate will embrace the SERV Behavioral Health System culture and strive to constantly improve upon systems and services for the benefit of employees and our consumers; and will be demonstrably committed to his/her own ongoing personal and professional development. All employees are expected to contribute to ongoing growth and improvement in their departments via excellent job performance.

**Technical and Performance Skills:**

• Excellent Oral and Written Communication Skills
• Professionalism
• Customer Service
• Time Management
• Ability to Multi-Task
• Flexibility
• Mission-Driven
• Dedicated to Excellence
• Detailed Oriented
• Strong Organizational Skills

**Required Education/Training/Experience:**

• Microsoft Office Skills, Adobe Pro, DonorPerfect, Grants & Foundations Search Engines
• Minimum of 4 years of full-time grant-writing experience in non-profit sector
• B.A. in Social Sciences, Humanities, etc.
• Experience in behavioral health and or developmental/intellectual disabilities a plus

**Reports To:**

• Department: Development & Marketing
• Reports to: SVP, Development & Marketing

**Application Instructions:** [https://careers-servbhs.icims.com/](https://careers-servbhs.icims.com/)