

HEAD OF GRANTS

Islamic Society of Baltimore (ISB) is seeking a Head of Grants to join its Grants Team. Head of Grants will be responsible for conducting a range of activities necessary to sustain the services supported through federal, state, community, and foundational grants. Activities will include but not limited to:

Responsibilities

- Administers all components of the grants cycle, including: database management, grant documentation, grant compliance, and check processing;
- Prepares and provides accurate grant information to the council, and other internal and external stakeholders;
- Works internally with program staff and other stakeholders to structure and implement grantmaking requirements and ensure effective workflow;
- Identifies opportunities to optimize existing grant workflow, collaborating with other colleagues to implement while ensuring continued quality and timeliness across all aspects of the grant cycle;
- Responsible for database, including assurance of data integrity both funds received and grants made;
- Prepares relevant grant docket materials for Board, committees, staff, and other audiences;
- Provides clear, concise instruction on grants administration policies and procedures to both grantees and staff;
- Analyzes budget and expenditure reports and ensures compliance with IRS and nonprofit-specific regulations for assigned grants;
- Maintains accurate reporting for restricted grant budgets and expenditures.
- Serves as advisor for grants management system with both internal and external audiences, including troubleshooting and assurance of data integrity;
- Documents and maintains operational workflows;
- Responsible for ensuring best practices and systems;
- Provides support to finance team as needed;
- Prepares data-related reports for finance, philanthropic and program related functions;
- Ensures compliance with respect to grants related elements of policies;
- Displays respect and understanding of the Muslim community and their needs in applications and proposals.
- Adheres to the highest ethical standards, and to the guiding principles of ISB.
- Participates in ongoing professional development.

Skills and Competencies

- Bachelor's degree and/or work experience in grants administration, accounting, or related field;
- Experience with non-profit organizations preferred;
- Advanced systems skills- Google Drive Suite, Microsoft Applications (Excel, Word, PowerPoint), Adobe, Canva, ClickUp; tech savvy
- Ability to communicate and design communication approaches for relaying technical, budgetary, and program details to staff, consultants, grantees, and applicants in clear and user-oriented manner;
- Experience in implementing policies and procedures;
- Ability to implement effective workflow processes and procedures;
- Detail-oriented and able to efficiently organize and manage multiple responsibilities;
- Demonstrates a commitment to equity and a passion for innovation;
- Ability to think critically, act decisively, and synthesize program and operational issues;
- Willingness to take initiative, high level of self-motivation, and ease working independently or as part of a team;
- Skilled in managing up and across and building resilient collegial relationships;
- Ability to objectively analyze a situation and evaluate pros and cons of any course of action;
- Ability to draw connections between what we do and how we do it and concern with the impact of the organization's work;
- Personal qualities of integrity, honesty, and discretion.
- Ability to work independently and manage multiple assignments at once.
- Demonstrate excellent interpersonal skills and exercise good judgment, tact, confidentiality, and diplomacy in all interactions
- Strong research skills with ability to consolidate information in a logical and functional format.
- Experience working in deadline-driven environments.
- Strong oral and written communication skills.
- Proficient editing and reading skills.
- Attention to detail and organized.
- Ability to meet multiple deadlines.

Preferred:

- Master's Degree, or Writing Certificate
- Background in non-profit, especially community based organizations.
- Experience with researching and applying for grants.

- Understanding of the grants processes
- Working knowledge of proposal writing
- Working knowledge of writing Letters of Interest (LOI)
- Working knowledge of 990 forms (GuideStar, Candid, ProPublica)
- Working knowledge of social service programs.

Compensation: Commensurate with experience

Hours: Full-time

Location: Hybrid (2-3 days on campus)