



Job Description: Grant Manager

The Grant Manager prepares the necessary documents to secure grants and funding from private and government agencies to support our mission of helping older adults remain independent in their homes. The Grant manager enhances the financial sustainability of Partners In Care Maryland, Inc. (PIC).

Duties and Responsibilities

- Prepare documents, create drafts for approval, and submits proposals.
- Research and determine proposal opportunities.
- Coordinates with contributors to ensure grant requirements are met.
- Enters, updates, and maintain grant data tracker and calendar.
- File and maintain grant paperwork.
- Attend offsite meetings and conduct proposal presentations.
- Partner with CEO to develop grant writing strategy.
- Other duties as assigned.

Required Knowledge, Skills, and Abilities (KSA)

- Must have a bachelor's degree in Business Administration or related field.
- Must have 3+ years grant writing experience.
- Verifiable experience in grant project budget planning.
- Ability to understand the needs of the agency and the grant funding organization.
- Proficient with office equipment and software including spreadsheets.
- Ability to manage multiple tasks and associated resources.
- Self-started and team player.
- Experience, willingness, and ability to collaborate and communicate with diverse teams and external partners.
- Ability to prioritize.



8151-C Ritchie Hwy. Pasadena, MD 21122

Partnersincare.org

410-544-4800



Reports to: C.E.O and Director of Operations

This is a Full Time, Exempt position.

This position is eligible for benefits.

Salary is based on experience.

This position is grant funded.

About Partners In Care Maryland, Inc.:

Partners In Care Maryland, is an impactful organization that invest in the Older Adults of our communities. Our team consists of bright, energetic and talented people who have a passion for making a difference in the world by helping underserved communities.

Comments: E.E.O.C. Excellent benefit package that includes medical, dental, life, 403(B), and more. No phone calls please. Interested Candidates should forward a resume to careers@partnersincare.org with the job title in the subject line or mail to Partners In Care at 8151-C Ritchie Hwy, Pasadena, MD 21122.



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