



**Women In Distress of Broward County, Inc.**

## **Employment Opportunities**

**June 23, 2010**

**EOE/DFWP**

**WOMEN IN DISTRESS™**  
OF BROWARD COUNTY, INC.

ESTABLISHING S·A·F·E™  
STOP ABUSE FOR EVERYONE™

### **Grants Manager**

**Hours:** M-F 9-5 plus weekends and/or evenings as needed for special projects & events

**Work Site:** Jim & Jan Moran Family Center (1153 South Andrews Avenue, Fort Lauderdale FL 33316)

**Hours:** M-F 9-5 plus weekends and/or evenings as needed for special projects & events

### **Education & Experience:**

- B.A. or B.S. preferred
- Minimum of three years experience in, grant research and writing including government, federal and foundation grants
- Excellent written and oral communication skills.
- Demonstrated superior project management and organizational skills.
- Valid Florida driver's license. Proof of automobile liability insurance. Safe driving record

### **Skills Required:**

- Excellent written and oral communication skills.
- Demonstrated superior project management and organizational skills.
- Possesses a bias for action. Capable of working in a fast-paced environment with the ability to prioritize and work effectively on multiple tasks and under multiple deadlines.
- Knowledge of grant application process and writing of applications.
- Ability to take initiative and utilize innovative techniques and ingenuity in preparing grant applications.
- Ability to read, interpret and apply laws, rules and regulations pertaining to funding contracts and grants.

### **Brief Job Description:**

- Identify, apply for, administer, and coordinate the administration of federal, state, local, foundation and corporate grants in accordance to applicable standards, regulations and guidelines.
- Organize, write, and coordinate written applications in response to requests for proposal, and grant opportunities.
- Coordinate and assist others in the preparation of proposals and contracts relative to grants, in compliance with procurement rules and regulations and applicable federal, state and local laws and regulations.
- Designs and manages tracking system and procedures to report on progress status of foundations received; coordinates with relevant staff to collect pertinent data in a consistent and timely manner; monitors data collection activity; prepares files and timely progress reports with grant funding sources
- Maintains knowledge of programs and services offered at various sites within the organization and of prospective funding sources.
- Meets grant and proposal deadlines by establishing priorities and target dates for information gathering, document preparation, document review and approval.

If interested in any of the above employment opportunities, please specify the position and e-mail cover letter, resume, salary requirements, and employment application to [employment@womenindistress.org](mailto:employment@womenindistress.org).

## **NON-DISCRIMINATION POLICY**

Women in Distress does not discriminate by reason of race, sex, color, age, national origin, religion, mental or physical ability, sexual orientation, gender identity, veteran or military reserve status, immigration status, or language spoken. All room assignments, activities, programs, etc. are provided in a non-discriminatory manner.

Applicants with disabilities who may need accommodations are encouraged to contact Barbara Sponder, HR Director at 954 332-3454 5 days prior to scheduled interview. So that reasonable accommodations may be coordinated.