

Grants Manager

The Arc Central Chesapeake Region (The Arc) supports people with intellectual and developmental disabilities (IDD) to live, work, and connect with their community.

As the **Grants Manager**, you will be responsible for researching, preparing, submitting, and managing grant proposals and reports for The Arc and its subsidiaries that meet funder guidelines and criteria. You will serve as the organization's primary grant writer, manage funder relationships, submit compliance reports, and support special project initiatives.

A deep understanding of grant processes is necessary as the Grants Manager will be responsible for providing strategic guidance on grant options and requirements for multiple large grants every year. The Grants Manager will maintain a library of grant support documents, a master calendar of grant meetings and due dates, and maintain and build strong relationships with current and future funders. The Grants Manager will monitor grant compliance and reporting, including outcome measurement and tracking grant budgets. Researching statistics, trends, and data for grant proposals and funder engagement are also key aspects of this role.

The ideal candidate will have a Bachelor's degree and five years of experience in nonprofit administration, grant writing or grants management, though a Master's degree and previous experience managing federal grants is a plus. Candidates must have proven success in meeting or exceeding fundraising goals, and have strong administrative, writing, and editing skills. The annual salary is \$90,000 per year and comes with a competitive benefits package.

To apply, please visit our careers page at www.thearcCCR.org/careers or send your resume directly to talent@thearcCCR.org.

About The Arc Central Chesapeake Region

The Arc Central Chesapeake Region (The Arc) is a dynamic regional organization providing person-centered supports for people with intellectual and developmental disabilities to live, work, and connect with their communities. We advocate for equity and access for people with intellectual and developmental disabilities to live self-determined lives and foster opportunities towards self-sufficiency. To learn more, visit www.thearcCCR.org.

The Arc highly encourages all employees to become fully vaccinated against COVID-19 and other communicable diseases. All new hires who have a COVID-19 vaccination card are encouraged to submit a copy to our People & Culture department.