

## HIMALAYAN CATARACT PROJECT

**POSITION:** Grants Manager

**REPORTS TO:** Chief Development Officer

**LOCATION:** Remote (US-based remote location considered for the right candidate)

### ORGANIZATIONAL PROFILE:

HCP Cureblindness (HCP) works to cure needless blindness with high-quality, cost-effective eye care in underserved areas of the world. Thirty-six million people are blind worldwide, yet 80% of this burden is treatable or preventable. Cataract is the largest cause of blindness affecting 17 million people, who could be cured with a 10-minute, \$25 surgery. HCP is keenly focused on enduring solutions to avoidable blindness for under-resourced people and communities, not only providing critical care but strengthening local capacity to provide high-quality eye care to the underserved. HCP has offices in several locations in the US and other countries, with remote employees in multiple other locations. Programs are currently active in 11 countries and work with an estimated 75 implementing partners with plans to expand rapidly across Africa and Asia.

HCP is expanding its team to meet new challenges, scale its work, and broaden its reach. We are seeking individuals who are passionate about changing lives and want to be a part of a team that works together to reach new heights. We want innovators who can aim high and make things happen but are also invested in building a positive team dynamic to bring the work to life.

**VISION:** We envision a world in which no person is needlessly blind.

**MISSION:** Our mission is to cure needless blindness with high-quality, cost-effective eye care in underserved areas of the world.

### SCOPE OF WORK:

HCP Cureblindness is seeking a mission-driven professional with strategic development experience to work closely with colleagues in our Programs, Finance and Procurement departments and manage our grant fundraising activities with corporations, foundations, government agencies and other philanthropic institutions. The Grants Manager will play an essential role in the organization's ability to generate \$4.6+ million in general operating and program support, and to serve as a positive ambassador with funders and other community partners.

To be successful, the individual must be skilled at developing and cultivating national and international relationships to build a pipeline of grant opportunities, as well as internal relationships across all departments in the organization. Working with the Chief Development Officer and the Senior Grants Director you will create and execute a grant funding strategic plan and milestones; steward and cultivate existing and prospective funders; and co-create proposal concept notes with other NGO and nonprofit organizations. The individual must possess or be able to communicate broad content expertise in the HCP program areas.

### ESSENTIAL JOB FUNCTIONS:

The Grants Manager works to advance the organization's foundation, corporate and government fundraising

efforts in support of our mission.

**Responsibilities:**

- Assist with the preparation and submission of grant applications, proposals and manage reporting.
- Draft non-technical grant proposals and solicit expertise from Programs and partners as required for technical grant proposals.
- Develop responses to requests-for-proposals and letters of intent for grants and funding opportunities that are consistent with the organization's values and objectives including requests for unrestricted funding/general operating support, project specific support, and federal support.
- Prepare and submit correspondence related to grant applications to further funder relations.
- Initial writer for grants and funder communications, with an emphasis on correct use of grammar, clarity and readability, and minimal copy editing from others.
- Maintain grant related data management including but not limited to donor communication, written materials, and grant-related project metrics.
- Develop grants budgets, as well as other financial reporting documents, in collaboration with Programs and Finance.
- Facilitate the agreement routing process to ensure timely inter-department review and completion of grants and reports.
- Research potential grant opportunities, including those from public sources (federal, state, local) as well as philanthropic opportunities from foundations or funding collaboratives.
- Develop partnerships with potential funders and grantors, as well as with external partners to ensure good relationships.
- Maintain oral and written contact with funders to advance fund development efforts.
- Maintain grants database/tracking and agency files including, but not limited to, the tracking of grant renewals, deadlines, and execution.
- Maintain project management system spanning prospecting to grant closeout across restricted and unrestricted grant lifecycle.
- Assigns collaborative work across teams including setting deadlines and deliverables.
- Leads ideation sessions, kick-offs, check-ins, and closeout procedures cross-departmentally.
- Drive weekly tactical meetings of grant work across teams.
- Oversee multi-department program budget gap analysis discussions to strategically plan new donor and recurring donor "asks".
- Responds to internal requests for project funding as a result of program gap analysis with Programs and Development teams.
- Prepare status reports for leadership about current grant projections, successes, and areas for improvement with recommendations for change.
- Maintain working knowledge of the HCP's programs and priority funding areas and remain abreast of current research, activities, and trends in the philanthropic sector.

**Other Responsibilities**

All employees are expected to work as a team and to contribute to any activity that could promote the success of the organization.

**QUALIFICATIONS:**

While no one candidate will embody all the qualifications enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences.

- Commitment to the mission and values of the nonprofit sector.
- Commitment to Diversity, Equity, and Inclusion.
- 3-5 years of professional experience in the nonprofit sector involving city/state/gov't grants.
- Proven history of securing grants of 1M+.
- Familiarity with the Development profession, especially report generation, prospect management and donor records.
- Bachelor's degree from an accredited college/university, 3-5 years related experience with computer and database management.
- Ability to quickly learn and retain HCP content knowledge.
- Proficiency with relevant technology (Google Workspace, Microsoft Office, Virtuous (CRM), Grant Navigator or similar grants management database, internet tools, etc.).
- Ability to deal effectively with database users at all levels.
- Excellent attention to detail and organization skills.
- Flexibility, ability to multi-task and juggle priorities.
- Superior ability to write clearly, professionally, and persuasively and to effectively and efficiently review proposals and reports.
- Excellent organization, financial and data management, project management, problem-solving and workflow/process skills.
- Exceptionally strong management of interpersonal and diplomacy skills and the ability to interact effectively and authentically with individuals at all levels of the organization.
- Ability to cultivate and form relationships with funders and prospects via face-to-face meetings, phone calls and written correspondence.
- Demonstrable ability to take initiative, exercise judgment, prioritize, manage multiple complex projects/assignments and set/meet deadlines with an orientation toward results.
- High standards, integrity, humility, sense of humor, adaptable, and comfortable working in and thriving in a fast-paced, ambiguous environment.

**Additional qualifications include:**

HCP firmly believes in promoting the public good, which at a minimum includes doing what we can as an organization to provide a safe working environment for our employees, volunteers, partners, and visitors. For these reasons, all US employees, volunteers, or visitors are expected to be fully vaccinated against Covid-19.

**To Apply**

We invite qualified candidates to submit a resume and cover letter. Please send materials via email to: [jobs@cureblindness.org](mailto:jobs@cureblindness.org)

***Himalayan Cataract Project considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.***