



# Friends of Refugees

**ROLE:** Grant Manager

**STATUS:** Part-time/Salaried 20 hours a week

**LOCATION:** 90% remote with onsite trainings 4x a year

**DIRECT SUPERVISOR:** Executive Director

**LAST UPDATED:** September 5, 2025

**Apply for this role if . . .** *You love persuasive writing, thrive on organizing information, and derive real joy and energy from meeting deadlines and delivering high-quality work. You are detail-oriented, curious, and self-motivated, preferring to work independently for much of the day. You also enjoy occasional brainstorming sessions and collaborating with others to build your knowledge bank and strengthen your writing. You find satisfaction in turning program objectives and stories into compelling narratives. You are steady and patient, knowing that building trust with grant funders takes place incrementally over time. You are excited to be part of a dynamic nonprofit committed to empowering New Americans to flourish in Georgia.*

## **POSITION PURPOSE:**

The **Grant Manager** works closely with program and organizational leadership to develop and implement a sustainable strategy for securing non-governmental grants that meets the short and long-term goals of the organization. The Grant Manager will lead the grant application process and continually prospect potential grant funds to support existing and planned program activities of Friends of Refugees.

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## **Essential Job Functions:**

### **Manage Grant Process (80%)**

- Oversee the development, writing, and submission of grant proposals to third-party non-governmental entities including private foundations, corporations, and houses of faith
- Collaborate with the Executive Director to identify and prioritize organizational needs and grant priorities
- Maintain grant-related tasks, data, and records in the organization's database and digital document storage
- Prospect for new grant funders—utilizing existing networks and the foundation directory provided by the organization
- Evaluate ad hoc Requests for Proposal (RFP) for organizational fit and apply if appropriate
- Initiate and lead meetings with key program staff and leadership to collaborate on grant applications and subsequent reporting requirements
- Produce interim and final grants reports that comply with grant funding requirements
- Serve as a resource to the Executive Director and leadership team on opportunities for prospective grant funding. Provide information and recommendations as requested

### **Manage Overall Grant Data Collection (20%)**

- Coordinate with appropriate FOR staff to ensure they are aware of deadlines and the information required from their programs for grant applications and post-reward reporting. Information may refer to content for case-for-support narratives, program outcome metrics, simplified budgets, photos, staff bios, etc.
- Act as the key liaison between Friends of Refugees and grant funding organizations; assist in answering questions from the funders and participate in meetings and discussions in which decisions affecting grants take place

- Engage in activities that build and maintain trust with current grant funders through consistent communication, accurate reporting, and meeting deadlines
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## **Competencies:**

The **Grant Manager** should demonstrate competence in the following:

- Passionate about Friends of Refugees' mission, vision, values, and philosophy of ministry
- Excellent persuasive writing skills
- Highly organized and able to use organization's database system to track grant management details
- Thrives in a deadline driven environment
- Able to work independently the majority of the time
- Able to prioritize tasks in a fast-changing environment
- Demonstrates cultural humility and an understanding of the particular challenges and opportunities facing the New American community
- Eager to learn about and find funding to support the New American community and their evolving needs

## **Experience and Qualifications**

- Bachelor's degree, required
- Two years of experience in a role (paid or unpaid) that required extensive writing, required
- Able to provide two sample copies of original writing, required
- Fluent in English, required
- Experience in creating simple project budgets and understanding their various components, required
- Proficient in Excel, PowerPoint and Google Suite, required
- Previous experience with fundraising, marketing, or grant writing for the non-governmental sector, highly preferred
- Previous experience tracking projects or lists in a database, preferred
- Previous experience in the education, health, public health, or nonprofit sector, preferred