

JOB DESCRIPTION

Full-time GRANTS MANAGER

Job Family: Administrative Support Services

Job Classification: Non-Exempt

Reports To: Director of Finance and Administration

Salary range: Starting at \$55,000

The Grants Manager holds a pivotal role in overseeing all aspects of grants at BRN, including research, assistance with proposal writing, reporting, and compliance. The position will supervise the grants coordinator and serve as the main communication channel between program directors and grantors. This position is vital for ensuring the financial health of our non-profit organization.

Essential Duties & Responsibilities

- Search for new funding opportunities and assist program staff in creating draft proposals by gathering internal and external data to support grants requests.
- Review budgets prior to submitting proposals.
- Build and maintain relationships with foundations, government agencies, and other partners.
- Have a deep familiarity with detailed grant budgets to help track expenses to ensure funds are used appropriately.
- Work with program staff to ensure compliance with grant agreements and regulations and ensure reports for funders are submitted timely and accurately.
- Work with finance and program staff to ensure an accurate, timely, efficient, and transparent process for the entire grant life cycle, from proposal to close.
- Developing a proactive approach to improving processes and aligning grant activities with organizational goals.
- Work closely and supervise the grants coordinator to maintain grant files, manage grant-related databases, and ensure all documentation is up-to-date.

Required Education & Experience

- Baccalaureate degree, or equivalent experience in Business Administration or Business Communication.
- At least 5 years of experience working with state and/or federal grants.
- Experience with managing multiple grant life cycles from research & proposal to close.
- Experience delegating tasks and/or managing staff.

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Required Knowledge/Skills/Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and high attention to detail for managing multiple grants simultaneously.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times stressful environment.
- Discretion and excellent judgment in handling sensitive and/or confidential information.
- Proficient with Microsoft Office Suite and Google Suite.

Desired Knowledge/Skills/Abilities

- Knowledge of QuickBooks or other similar accounting software.
- Team player who can learn from and alongside others.
- Self-starter who can work in teams and independently.
- Ability to adapt to a changing environment.

Physical Requirements

- The ability to remain in a seated position for a majority of the workday is fundamental.
- Frequent use of hands, fingers, and wrists for repetitive motions like typing, using a mouse, and handling documents is necessary.

Full-Time Benefits Package

- Paid Time Off
- Paid Federal Holidays
- Company-Paid Health Insurance
- Long-Term Disability
- Short-Term Disability
- Group Life Insurance
- Cell Phone Stipend
- 401K with Match
- Opportunity for training, workshops, and/or travel to conferences



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TO APPLY:

**Please submit a cover letter and resume to info@borderlandsrestoration.org.
Deadline to apply: November 10, 2025.**

Borderlands Restoration Network is an equal opportunity employer that works in the culturally diverse, multinational borderlands. We invite and support strong voices from diverse groups of people to join us as board members, staff members, and volunteers. As an organization, we will consider all applicants without regard to race, ethnicity, economic circumstances, religion, sex, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.

Last updated: Oct 16, 2025

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