



GRANTS PRACTICE MANAGER & ASSOCIATE CONSULTANT

Job Description

Cloudbreak Collective elevates and clarifies nonprofit fundraising so that our clients have the resources they need to achieve their missions. We deliver calm, clear, action-oriented fundraising services for nonprofit organizations, *and* we convene independent fundraising consultants so they can provide streamlined, collaborative services for our clients too.

Position Details

Title: Grants Practice Manager & Associate Consultant

Hours per Week: 40 (1.0 FTE)

FLSA Status: Exempt

Supervisor: Brittany Kirk, President & Grant Practice Director

Location: This position is fully remote. Employees receive a \$1,000 annual stipend to use on home office or wellness expenses.

Schedule: This position will set and maintain a relatively consistent schedule, but may vary this as needed based on your personal schedule and workload.

Billable Rate: The goal for this position is to bill 1,100 hours towards client work each year. We work together to track progress towards this goal. It is the company's responsibility to ensure that enough client work is secured to allow employees to meet their billable targets.

Compensation

The compensation package for this position includes:

- **Salary:** The starting salary for this position is between \$62,000 and \$70,000 per year, depending on experience. Wages will be paid every two weeks. Cloudbreak aims to annual offer cost of living adjustments, to the extent that the budget allows. We also believe in merit-based pay increases and may offer those at the end of the year or unexpectedly if performance warrants it.



- **Bonuses:** Cloudbreak offers employees an hourly bonus for hours billed beyond the annual target. In 2024, the billing bonus is \$50 per hour billed beyond the annual target.
- **Sick Leave:** Employees will accrue one hour of paid sick leave for every 40 hours worked. You may begin earning paid sick leave on your first day of work, and unused accrued hours of up to 40 hours will carry over at the end of each calendar year.
- **Paid Time Off:** Employees will accrue paid time off at the following rates:
 - 1 to 3 years of employment: employees will accrue one hour of paid time off for every 14 paid hours. This equates to approximately 18 days of paid time off per year.
 - 3 years and 1 day to 5 years of employment: employees will accrue one hour of paid time off for every 12 paid hours. This equates to approximately 21 days of paid time off per year.
 - 5 years and 1 day and more years of employment: employees will accrue one hour of paid time off for every 10 paid hours. This equates to approximately 25 days of paid time off per year.PTO must be approved ahead of time by the employer, and does not roll over into subsequent years.
- **Paid Holidays:** Cloudbreak currently offers seven paid holidays. Upon request, employees may move these paid holidays to observe other holidays in their place.
- **Home Office & Wellness Stipend:** Up to \$1,000 per year to reimburse expenses related to home office set up, including but not limited to: computer, monitor, technology accessories, desk, chair, phone, internet, health insurance, etc.
- **Other:** After three years, employees in this position will become eligible for annual employer contributions to a SEP-IRA account (retirement savings account) at a variable percentage of wages each year based on company performance.



What You Will Do

This position is half Associate Consultant and half Grants Practice Manager.

In your role as an *Associate Consultant* you can expect to:

- Prepare grant application instructions, login information, and questions, using Cloudbreak's standard formatting templates in Word, Excel, Google Docs, and Google Sheets.
- Submit grant applications, LOIs, and reports on a regular basis, using content written and compiled by grantwriters on our team.
- Support 20-40+ nonprofit clients at any given time.
- Research and summarize funding prospects, assessing fit based on individual clients' needs and characteristics. Assess eligibility for grant opportunities on behalf of specific clients.
- Compile lists of cultivation steps for clients, such as background on specific funders, talking points for conversations with them, contact information, etc.
- Read and synthesize RFPs to create workplans and timelines for more extensive grant proposals.
- Synthesize lots of different ideas from a range of sources to compile cohesive, compelling grant applications that respond to the funder's guidelines.
- Understand and update clients' Grant Tracker spreadsheets as needed.
- Use the FreshBooks system for recording time. Record time in a detailed way in 15 minute increments towards projects.

In your role as *Grants Practice Manager*, you can expect to:

- With supervision and leadership from the Grant Practice Director, play a leadership role in managing the various grant-related tasks for our 20+ grants consulting projects at any given time.
- Create virtual spaces for collaboration, resource sharing, and community building among our Grants Practice Area.
- Listen and notice ways you can improve the overall flow, efficiency, and outcomes of consulting work in our Grant Practice Area.
- Develop and organize resources that support grant consultants, such as internal funder information, application templates or tips, and etc.



- Attend grant-specific industry training sessions and report back to share information with the team.
- Support the Business Manager as needed in building systems that support client onboarding, offboarding, and life cycle management.
- Maintain our internal record of Grants submitted and secured.
- Maintain very organized grant files in Google Drive and/or client file software systems.

What We Will Provide

- Leadership on all client projects
- A pipeline of business and new work
- Opportunities to learn the basics of nonprofit consulting from our team of consultants
- Opportunities to grow, learn, and evolve in your role
- Access to templates, tools, articles, and resources to support our work together.
- Coaching, mentorship, and support as you gain skills and responsibility.

Who We Are Looking For

- Advanced project management skills, attention to detail, and ability to manage many competing priorities at once.
- Assertiveness and the ability to set boundaries on time, workload, and workstyles.
- Ability to operate very independently and quickly determine what needs to be done to support overall project goals.
- Strong degree of comfort working in a remote setting, with some days that do not include any interacting in meetings with other people.
- Resourcefulness, especially related to research skills and the ability to organize large amounts of information.
- Advanced skills in Microsoft Word & Excel, Google Drive, Dropbox, and fundraising databases, and ability to quickly learn new systems when needed.
- A sense of curiosity and the ability to ask good questions, notice when something doesn't look right, and recommend solutions.
- An understanding and commitment to Cloudbreak's approach to nonprofit fundraising, as shared here: www.cloudbreakcollective.com



- Commitment to serving our nonprofit clients' missions, deferring to their leadership as the people closest to the work they are doing, and humility in approaching our service as grantwriters and fundraisers.
- Interest in learning more about nonprofit fundraising best practices.
- The following skills are not required, but if you bring them to the table, we will look for opportunities for you to exercise them:
 - o Strong written communication skills and ability to quickly translate extensive information into concise, persuasive written summaries.
 - o Understanding of what makes an effective grant proposal, and how to position grant requests to both align with funder requirements and support applicants' goals.
 - o Understanding of basic nonprofit budgeting and financial management; ability to reformat financial statements or budgets.

Cloudbreak Collective provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.