**Job Description for Shinnyo-en Foundation Grants Manager**

**Overview of Position**

The Grants Manager provides overall management of Shinnyo-en Foundation’s portfolio of grants. To that end, the Grants Manager 1) identifies and evaluates appropriate future grantees and 2) works with the Program Director to monitor, evaluate and oversee the grantees’ progress and reporting responsibilities and also to report on grantee progress to the Vice President and Board.

**Grants Manager Responsibilities**

Specifically, the Grants Manager will:

• Perform the initial screening of grant inquiries to identify the most relevant and promising potential grantees for staff and Board discussion.

• Invite and analyze grant proposals (including financial statements).

• Conduct due diligence and site visits with applicants and grantees.

• Prepare written grant recommendations based upon grant proposals.

• Review grant proposals and progress reports from grantees to ensure that they are coherent, accurate and contain all relevant information, and be able to answer substantive questions about them.

• Work with the Administration Director and Program Director on preparation of Board presentation.

• Produce grant agreements and oversee the grantee reporting system, including review of the grantees’ progress, and interim and final reports.

• Provide advice and support for grantees when requested.

• Prepare reports on Foundation grants and initiatives, and make presentations regarding the same.

• Keep current on emerging community issues and areas of interest to the Foundation.

• Maintain grant files with administrative assistant.

* Contribute to the Foundation’s website to feature its grantees and sponsored programs.
* Travel to attend the Foundation sponsored programs, as needed.
* Perform other duties, as assigned.

**Qualifications**

• Bachelor’s degree and a minimum of five years of experience in a related field.

• Knowledge of issues pertaining to youth leadership development, service and peace-building.

• Knowledge of Microsoft Office including Excel, Word and PowerPoint.

• Excellent research, writing, editing, proofreading and presentation skills.

• High organizational and time management skills, including the capacity to manage multiple projects and deadlines.

• Strong communication skills, including the ability to interface effectively with the representatives of community-based organizations, educational institutions, Board members and staff.

• Proven ability to work well with a diverse group of people.

• A high energy level, outstanding interpersonal skills, sound judgment, tolerance for pressured work and a sense of humor.

• Familiarity with Japanese culture and language desirable.

* Available to travel and work in the evenings and on weekends, as needed.