

SENIORS FIRST INC JOB POSTING GRANTS MANAGER

Veterans Preference

Job Summary: Discerns funding needs and research grant opportunities that match the goals and objectives of the organization. Manages all aspects of the grant life cycle including researching, identifying and engaging prospective grantors; developing/maintaining working relationships with existing grantors and government entities; writing and submitting all proposals; completing all grant reports and other tracking activities. Bachelor's degree in Business, Communications, Journalism, or related field. **Experience in grant writing, research, program development, and strategic planning.** A valid Florida Driver's License, clean driving record, reliable transportation, and proof of auto insurance. Sufficient mobility and strength to ambulate and move throughout facilities. Requires the ability to independently access any type of office or private residence. Ability to sit for long periods of time, with some walking, standing, stooping, lifting to approximately 15 pounds, and occasional lifting of up to approximately 35 pounds. Other limited physical activities may be required.

Essential Functions/Skills

- Elicits suggestions from program leadership for projects/programs that need funding support; collaborates with CDO and other leadership staff to vet projects and set funding priorities.
- Researches, identifies and evaluates new grant prospects and recommends program expansion or modifications to the CDO & senior team.
- Solicits information from Finance team, program leadership, and other relevant staff members to complete funding proposals and reports. Reviews budgets with CDO and Finance team for funding proposals.
- Assists leadership staff and Quality Assurance Specialist with development and modification of program outcomes to align with funder's reporting requirements.
- Tracks full grants lifecycle using Instrumentl database.
- Develops private grant and government contract proposals, compiles ancillary components, and ensures applications are formatted, packaged, and submitted timely according to funder requirements.
- Ensures that assigned funding reports and related materials are submitted in a timely manner.
- Assists Development Team with other projects as needed.
- Stewards private grants by communicating with relevant staff members when funding is received; maintaining an accurate and current grant calendar; obtaining spending and programmatic updates from relevant staff to ensure compliance.
- Treats clients, staff, and volunteers with dignity and respect; maintains high ethical standards.
- Establishes and maintains open and positive working relationships with federal, state, city, county, local, and other community organizations to ensure effective coordination and follow up on all relevant information/documentation as required.
- Solicits, develops, and maintains a collection of stories, articles, research, and agency documents (e.g. resumes, policies, budgets) for use in funding proposals.

Assumes responsibility of management and supervision of volunteers assisting with the grant process. Attend all administrative, supervisory, and department meetings, conferences, training, seminars and other activities as required. Assumes responsibility for professional growth and development. Maintains HIPAA compliance according to agency policies and procedures. Performs other duties as assigned. Requires some evenings, weekends, and holidays for special projects and programs. Excellent organizational skills and a strong attention to detail. Ability to handle multiple projects with demonstrated time management skills. Demonstrated ability to work under pressure and meet deadlines. Ability to handle difficult and stressful situations and react in a calming manner. Strong knowledge of MS Office Suite, including but not limited to Word, Excel, and Outlook. Must be able to learn other software programs required by the department and/or agency. Ability to determine emergency situations and make sound decisions. Understanding the issues related to the elderly and/or disabled individuals.

This is a full-time position working Monday through Friday.

All applicants must be able to pass a pre-employment drug test, driving record check and a Level 2 background screening (see <https://info.flclearinghouse.com/>).

Position Opens: October 1, 2026

Position Closes: November 1, 2026

All interested applicants should apply at: hr@seniorsfirstinc.org. Internal applicants see HR.

Seniors First is a... DFWP, E-Verify/EOE/Vets/Disabled

Qualified individuals with a disability have the right to request reasonable accommodation to our paper application process. If you are unable or limited in your ability to complete the application as a result of your disability, request a reasonable accommodation by contacting, Human Resources, 407.292.0177 or hrlevel2@seniorsfirstinc.org, informing us regarding the nature of your request and providing your contact information. **Please do not direct any other general employment related questions to this email and/or phone number.** Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone number.