

## Grants Manager

Restavek Freedom, Cincinnati, Ohio

### Overview

Imagine profoundly changing the lives of one of the most vulnerable populations in the world. At Restavek Freedom, our mission is to end child slavery in Haiti within our lifetime. Restavek is a culturally accepted practice in Haiti where children of poor, often rural families are sent to work as unpaid domestic servants for urban families in conditions described by the United Nations as modern-day slavery. In fact, one in every four children in Haiti lives as restavek.

But bringing an end to this practice isn't some far-off idea. For the past 12 years, through our child advocacy program, we have worked with children to provide an education and encourage their self-confidence, returning them to their families when possible. We engage host families to protect children from abuse and encourage care and access to education. We raise national awareness, changing cultural attitudes through social media campaigns, radio drama, music and justice programs. We educate parents and children to provide skills necessary for employment, ending the desperate poverty that causes children to be sent into slavery.

### Responsibilities

Restavek Freedom has an opportunity for a Grants Manager in our Cincinnati, Ohio office. This position is full-time.

In this position, you will be responsible for the following:

- The identification, monitoring, managing and reporting for multiple grants from foundations and government agencies in support of funding needs. Grant awards range from \$20,000 to \$2M from domestic and international sources.
- Collaborating with staff in Cincinnati and in Haiti to ensure timely completion of all grant reporting.
- Monitoring budgets to ensure appropriate and on-schedule grant spending and preparing internal and external reports.
- Developing relationships with foundation program officers and other grant maker representatives. Responding, additionally, to grant maker requests for information in person, via mail or email or virtual meeting. Develop relationships to secure renewal of funds as appropriate.
- Maintaining accurate records and financial system requirements. Communicates progress and results with development and financial management staff.
- Researching and procuring additional opportunities through grant writing.
- Assists with other fundraising tasks as assigned.



## Qualifications

Education: A Bachelor's degree (or equivalent experience) in communications, business, or related field.

Experience: A minimum of 3-5 years.

Skills and Abilities: Microsoft Office, Donor Management System (like Raiser's Edge) highly preferred.

Other: Grants Management experience. Excellent written and presentation skills necessary. Excellent planning and organizational skills, including attention to detail and data management. Strong customer service orientation. Demonstrated ability to work well within a team. Demonstrated initiative and ability to handle deadlines, pressure, and multiple and changing priorities with sound judgement. Operational flexibility to meet sudden and unpredictable business needs.

Travel: Less than 10% of time.

Interested? Send you resume and letter of interest to:

Amy Nemeth

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