

## **City of Baltimore**



### **Grants Manager**

#### **Mayor's Office of Criminal Justice**

The City of Baltimore seeks a creative, dynamic, and results-oriented professional to serve as the Grants Manager for the Mayor's Office of Criminal Justice (MOCJ). The Grants Manager pursues direct investments from federal, state, and philanthropic funders to support the achievement of the Mayor's public safety strategy. The Grants Manager works with the Mayor, Director of MOCJ, and partner agencies to identify priorities seek and secure funding to support the City's violence reduction strategies. The Grants Manager reports to the Director of MOCJ.

#### **About the Mayor's Office of Criminal Justice**

The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor on criminal justice matters, develops a strategy for ensuring the safety of all residents of Baltimore, and coordinates the operations of the justice system in the city. MOCJ articulates a vision for public safety in Baltimore, and coordinates with law enforcement and community partners in executing an effective strategy for improving safety. MOCJ collaborates with local, state, and federal criminal justice and law enforcement partners, as well as community-based organizations, service providers, and philanthropic organizations.

#### **Responsibilities**

The Grant Manager's responsibilities include, but are not limited to:

- Pursues direct investments from federal, state, and philanthropic funders to support the achievement of the Mayor's public safety goals and strategies;
- Administers all justice-related grants to the City of Baltimore;
- Monitors the efficacy of grant-funded programs and develops sustainability strategies for programs that are deemed effective and align with the Mayor's public safety priorities;
- Builds relationships with federal and state funding partners, as well as local and national non-profit foundations and other private philanthropies;
- Seeks to significantly expand the level of funding available for justice and violence reduction programs in Baltimore;
- Writes and assembles grant applications along with supporting grant writers and agency partners;

- Ensures the highest standard of grants management for all criminal justice-related grants to the City, including timely and accurate grant reporting and maintenance of grant records;
- Closely tracks the spending of grant dollars and measures outcomes, with an eye toward strengthening relationships with funders;
- Manages disbursement of grant funding to City programs; and
- Supervises and works closely with grant-writing support staff and finance managers.

## **Qualifications**

The ideal candidate has demonstrated leadership in the civic, philanthropic, or non-profit sectors and has experience working with and establishing credibility among federal, state, and philanthropic funders. The ideal candidate should have the following qualities:

- Functional understanding of criminal justice issues, systems, and policies impacting public safety;
- Proven grant seeking and grant management experience;
- Ability to establish and maintain effective working relationships with grant-making organizations, government agencies, and other outside partners and stakeholders;
- Well-organized with excellent written and verbal communication skills;
- The ability to develop, mentor, and motivate professional staff;
- A commitment to diversity, equity, and excellence;
- Political savvy and sensitivity to the interests of a wide range of stakeholder groups, strategic partners, elected officials, and administrative colleagues; and
- The ability to balance competing priorities, complex situations and tight deadlines.

## **Education & Experience**

### ***Education***

Bachelor's degree from an accredited college or university. A graduate degree is highly desirable.

### ***Experience***

6-8 years of grant management experience. Proven record of successful grant seeking and grant management/administration.

### ***Residency***

Baltimore City residence is strongly preferred.

### ***How to Apply***

Salary negotiable and commensurate with experience and qualifications. Qualified applicants are encouraged to apply.

Resume and letter of interest including salary history and requirements should be emailed to [talent.masters@baltimorecity.gov](mailto:talent.masters@baltimorecity.gov)

**Attention: Carvel Allen** [carvel.allen@baltimorecity.gov](mailto:carvel.allen@baltimorecity.gov). Candidate finalist must successfully pass a criminal background investigation check and drug/alcohol screenings.

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