

## WHY CHOOSE US?

As one of the nation's premier humanitarian organizations, the American Red Cross is dedicated to helping people in need throughout the United States and, in association with other Red Cross networks, throughout the world. When you join our team, you have a direct impact on a meaningful mission, and you can help save lives every day. If you share our passion for helping people, join us in this excellent career opportunity. Work where your career is a force for good.

We are committed to the diversity of our workforce and to delivering our programs and services in a culturally competent manner reflecting the communities we serve. Our work environment is collaborative, respectful, and inclusive with a focus on building allyship and a culture of belonging that empowers all team members. Come to learn, grow, and succeed while sharing your passion for making a difference.

The Red Cross supports a variety of cultural and community resource groups for employees and volunteers. From the Ability Network, our Asian American & Pacific Islander Resource Group, the Latino Resource Group, and Red Cross PRIDE, to the Umoja African American Resource Group, our Veterans+ Resource Group, and the Women's Resource Group, these networks provide connections, mentoring and help give voice to important concerns and opinions.

At the American Red Cross, your uniqueness can shine!

### ***WHAT YOU NEED TO KNOW (Job Overview):***

As one of the nation's premier humanitarian organizations, the American Red Cross is dedicated to helping people in need throughout the United States and, in association with other Red Cross networks, throughout the world. We depend on the many generous contributions of time, blood, and money from the American public to support our lifesaving services and programs. If you share our passion for helping people, join us in this excellent career opportunity.

The American Red Cross is seeking an innovative recovery professional to oversee the grantmaking and execution process for the Hurricane Helene Long-Term Recovery Program.

Preference is for the position to be based in Western North Carolina. Consideration will be provided to candidates residing outside the affected area.

**This is a term-limited, benefits eligible position expected to last 24 months from date of hire with the opportunity to extend based on business need. This is a remote position living 50 miles from Asheville NC is preferred.**

Helene made landfall in the Florida Big Bend on Thursday, September 26, 2024, before continuing northward and weakening across Georgia, northwest South Carolina, western North Carolina, eastern Tennessee, and Kentucky. Helene brought devastating wind damage and catastrophic flash flooding to these areas before merging with an upper level low centered over the Tennessee and Ohio Valleys. The former hurricane continued to linger across the region for several days before finally ejecting off to the northeast on Monday, September 30. The American Red Cross will be standing up a long-term recovery field structure across the impacted to provide recovery programming and services to individuals, households, and communities affected by the storm.

The Hurricane Helene NC & TN Long-Term Recovery Senior Grants Manager reports to the Hurricane Helene NC & TN Long-Term Recovery Director and is responsible for establishing and administering a grants program to support individual and community recovery and resiliency in alignment with local expectations and requirements and the community needs assessment. This role requires an experienced grants manager comfortable with program development and evaluation, grant proposal evaluation, program health monitoring, data management and reporting. A successful candidate will have a proven track record of strategic thinking, problem solving and

relationship building with various stakeholders (both internal and external). This position will work with a team of local and National Headquarters volunteer and paid staff.

***WHERE YOUR CAREER IS A FORCE FOR GOOD (Key Responsibilities):***

- Manage the grant cycle, from launch to close, in coordination with the National Long-Term Recovery team, Disaster Finance, and other internal stakeholders
- Work with Hurricane Helene LTRO leadership team and stakeholders to integrate ongoing needs assessment feedback into the recovery grants program in alignment with the identified community needs and established American Red Cross funding priorities
- Provide supervision and leadership to one or more grant managers, including performance evaluation, coaching, and professional development
- Develop and prepare program evaluations, grant impact assessments, and stewardship reports for internal and external stakeholders
- Support management team in developing data models to assess and support monitoring and evaluation, including metrics and deliverables
- Ensure regular oversight of all grants within the program and provide timely notification of any challenges or opportunities
- Develop and implement processes to host regular monitoring check-ins with each grantee partner throughout the life cycle of the grant, monitoring the success of the grant, reviewing reports and ensuring facilitation of relevant communications.
- Ensure all necessary applicant and grantee information is collected, support proposal evaluations, and make recommendations for grant approvals
- Conduct grantee site visits, regular (monthly, quarterly, etc.) report reviews, and regular progress check-in meetings.
- Collaborate with internal stakeholders in support of grant processing and disbursements, and monitor allocations as required.
- Ensure all duties and responsibilities are performed in compliance with standard operating procedures and other applicable Federal, State, and local regulations
- Other duties as assigned

*The salary range for this position is \$75,000 - \$84,456. Note that the American Red Cross sets salary ranges aligned to a specific geographic location in which the work is performed. The stated salary range in this posting is an average. The specific salary information will be shared at the time of phone screening based upon your location and qualifications.*

***WHAT YOU NEED TO SUCCEED (Minimum Qualifications):***

**Education:** Bachelor's degree required.

**Experience:** Minimum 5 years of related experience or equivalent combination of education and related experience required. Strong skills in grants management, including online grant management systems, partnership relations, and disaster response/recovery preferable. Experience in using systems to track and measure outcomes-based social-services programs. Participation in/supporting community assessments strongly desired.

**Management Experience:** At least 3 years of experience as supervisor or manager of workforce engaged in direct client contact in an outcomes-based social-services environment. Experience building and supporting a volunteer workforce preferable.

**Skills & Abilities:** Flexibility, adaptability and a positive attitude. Excellent interpersonal, verbal and written communication skills. Ability to work independently, handle and prioritize multiple tasks. Ability to manage

programs. Ability to assess community and client needs and provide services equitably and consistently. Identifies and resolves problems and/or develops alternative solutions. Exhibits sound and accurate judgment.

Other: Intermediate level proficiency with MS Office software, including Word, Excel, PowerPoint and Outlook. Ability to utilize a variety of technical systems with ease, including online project management tools.

**Travel:** Regular travel will be required Must have a Valid Driver License

Deployment Requirement: Disaster employees are required to deploy to disaster relief operations outside of their region at a minimum of once a year. Deployments contribute to skill building, career development and exposure to different types of disasters. Employees must meet all training and physical capacity requirements for deployment.

*\*Combination of candidate's education and general experience satisfies requirements so long as the total years equate to description's minimum education and general experience years combined (Management experience cannot be substituted).*

#### *Physical Requirements*

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The work environment will consist of moderate noise (i.e. business office with computers, phones and printers, light traffic). The employee must have the ability to work in a small cubicle and have the ability to sit at a computer terminal for an extended period of time.*

#### **WHAT WILL GIVE YOU THE COMPETITIVE EDGE (Preferred Qualifications):**

**DISCLAIMER:** *The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified.*

#### **BENEFITS FOR YOU:**

We take care of you, while you take care of others. As a mission-based organization, we believe our team needs great support to do great work. Our comprehensive benefits help you in balancing home and work. With our resources and perks, you have amazing possibilities at the American Red Cross to advance the learn.

- Medical, Dental Vision plans
- Health Spending Accounts & Flexible Spending Accounts
- PTO: Starting at 15 days a year; based on FLSA status and tenure
- Holidays: 11 paid holidays comprised of six core holidays and five floating holidays
- 401K with 6% match
- Paid Family Leave
- Employee Assistance
- Disability and Insurance: Short + Long Term
- Service Awards and recognition

\*LI-POST

[https://americanredcross.wd1.myworkdayjobs.com/American\\_Red\\_Cross\\_Careers/job/Asheville-NC/Senior-Grants-Manager-Hurricane-Helene-NC-and-TN-Long-Term-Recovery-Operation\\_RC77865](https://americanredcross.wd1.myworkdayjobs.com/American_Red_Cross_Careers/job/Asheville-NC/Senior-Grants-Manager-Hurricane-Helene-NC-and-TN-Long-Term-Recovery-Operation_RC77865)