



Job Title:	Senior Grant Manager	Department:	
Reports to:	Associate Director	Effective Date:	

The Coalition of Asian American Leaders (CAAL) envisions a just and joyful future where all Minnesotans, regardless of background, have the power to shape decisions that affect us and can live with dignity in thriving and caring communities. CAAL is a network of Asian American leaders whose mission is to harness our collective power across ethnicities, age groups, and sectors to improve the lives of communities by connecting, learning, and acting together. We believe our democracy thrives when all communities are visible, included, and fully engaged in key systemic decisions that impact our lives. We embrace the diversity of our community and believe that if we can work together, moving beyond silos, we help ensure a more prosperous future for all Minnesotans.

We are seeking a Senior Manager of Grant Making to oversee our grant-making initiatives under the direction of CAAL leadership. This role will involve creating a transparent and efficient process for grant applications, ensuring compliance with state grant requirements, and overseeing the implementation of programs that equip recipients with skills, tools, and networking opportunities to maximize their success.

Responsibilities:

- Support and oversee the CAAL grant-making portfolio
- Implement a comprehensive grant application and approval process
- Create and manage grant making program activities, including program development, grant application review, due diligence, compliance, and budget management
- Ensure accurate and appropriate capture of grant data throughout the process, aligning grants with CAAL values, policies, and IRS rules
- Respond to information requests from CAAL staff and grantees, providing guidance on the correct grantmaking process
- Manage relationships with grantees, including, but not limited to coordinating grantmaking meetings, preparing presentations, and ensuring compliance
- Compile and prepare grant information materials for leadership team
- Ensure the annual grantmaking budget is managed effectively
- In partnership CAAL leadership, establish and maintain relationships with key stakeholders, including government and philanthropic partners, to ensure ongoing support and alignment with program objectives
- Monitor and evaluate program outcomes to assess effectiveness and impact
- Prepare and present reports on program progress, challenges, and successes to leadership and other stakeholders
- Continuously improve programs based on feedback and evolving community needs

Requirements:

- Minimum of 3 years of experience in grant management, program development, or a related field

- Proven track record of developing and managing successful grant-making programs
- Strong understanding of compliance requirements for state-funded grants
- Excellent organizational, communication, and interpersonal skills
- Willingness to learn and adapt to new and changing situations
- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution
- Strong written and verbal communication skills to convey complex information, give presentations and build relationships
- Intermediate Microsoft Excel skills

ADDITIONAL QUALIFICATIONS CONSIDERED

- Bilingual fluency in other Asian languages
- Strong knowledge of Asian/Asian American communities and their needs, especially in Minnesota
- Bachelor's degree in Public Administration, Business, Nonprofit Management, or a related field; Master's degree preferred

Salary and Benefits:

This is an exempt position with a salary range of \$60,000-\$75,000. CAAL offers all employees full health, vision, and dental coverage, workers comp, long term disability, basic life insurance, a 401K retirement plan, 10 days of holiday, and generous paid time off.

To Apply:

Please email your resume to hr@caalmn.org. Please include "Senior Manager of Grant Making" in the subject line.

CAAL is an equal opportunity employer. We celebrate our rich diversity and are committed to creating an inclusive environment for all employees.