



## Grants Manager

**Location:** Lowell, MA

**Reports to:** Executive Director

**Employment Type:** Full-Time, Exempt

**The Center for Hope and Healing, Inc. (CHH)** is seeking a **detail-oriented, proactive leader** who excels in grant research, writing, and management, ensuring the sustainability and expansion of our vital programs. As a **Grants Manager**, you will play a pivotal role in securing the funding necessary to sustain and grow CHH's trauma-informed survivor services, prevention initiatives, and community outreach efforts

## Why Join Us?

**The Center for Hope and Healing, Inc. (CHH)** is looking for a **highly skilled and motivated Grants Manager** to join our team! Your work will directly support survivors, help shape policy, and strengthen our partnerships with local, state, and federal agencies.

- **Retirement Savings** – Access to a **401(k)** plan to help you invest in your future.
- **Comprehensive Health & Dental Coverage** – **70% of premiums covered by CHH**
- **Prioritized Mental Health & Wellness** – Access to our **Employee Assistance Program (EAP)**, providing **free, confidential counseling and additional resources** to support your well-being.
- **Generous Paid Time Off** – Enjoy **120 hours of PTO annually** (accrued monthly after 90 days),
- **Paid Holidays & Winter Office Closure** – Two weeks of paid holidays and a **paid winter office closure (December 26-31)**.
- **4 day work week, Closed Fridays**
- **Flexible work schedule**, Three days in office (M/W) One day remote
- **Professional Development Investment** – We provide **\$500 annually** for training, certifications, and other professional growth opportunities.
- **Wellness & Resilience Support** – Participate in **team-building retreats** and **resilience-building activities** to recharge and stay connected.
- **Free Parking** – 100% employer-paid parking.
- Join our team and be part of an **inclusive, mission-driven** organization that **values your expertise, invests in your growth!**

## Your Role in This Mission

As **Grants Manager**, you will:

- **Grant Research & Development:** Identify and evaluate funding opportunities that align with CHH's mission, priorities, and capacity.
- **Grant Writing & Submission:** Lead the drafting, editing, and submission of compelling grant proposals with strong narratives, data, and supporting documentation.
- **Grant Compliance & Reporting:** Track awarded grants, manage reporting deadlines, and collaborate with program and finance teams to ensure compliance.
- **Strategic Partnerships:** Cultivate relationships with funders, community organizations, and government agencies to maximize funding opportunities.
- **Collaboration & Data Management:** Work with internal teams to collect program impact data and develop reports that tell a compelling story of CHH's work.

15 Hurd Street, Lowell, MA 01852

Phone: 978.452.7721

Fax: 978.458.2822

[www.chhinc.org](http://www.chhinc.org)



24 hour hotline: 800.542.5212  
Web Chat: <https://chhinc.org/chat/>  
Social: @chhlowell

- **Funding Strategy:** Work closely with the Executive Director and leadership team to align funding strategies with organizational goals.
- **Community Engagement:** Assess opportunities for CHH to engage in partnerships, coalitions, and initiatives that further our mission.

### What We're Looking For

- A **highly organized, mission-driven professional** with exceptional grant-writing, fundraising, and partnership development skills.
- **Bachelor's degree in a related field or equivalent experience.**
- **Proven track record of successful grant writing and grant management.**
- **Strong writing, editing, and verbal communication skills.**
- **Excellent project management and organizational skills.**
- **Ability to synthesize information and create clear, persuasive funding proposals.**
- **Experience working with culturally diverse and historically underserved communities.**
- **Bilingual in Spanish, Khmer, or Portuguese is highly desirable.**

### Why This Role Matters

This is an opportunity to **make a tangible impact in the lives of individuals and communities** while advancing social justice through grant development. Be part of a mission-driven team committed to supporting survivors and advancing social justice

### Ready to Apply?

To apply, please send your resume, cover letter, and a sample of a successful grant proposal to [jobs@chhinc.org](mailto:jobs@chhinc.org) with the subject line: *Grant Manager Application*. No phone calls, please.

**Salary: \$60,000**