
327 Manitou Avenue
Manitou Springs, CO 80829



719-362-4600
www.HappyCatsHaven.org

Job Title: Grants Manager

Job Type: Part-time

Reports To: Executive Director

About Happy Cats Haven

Happy Cats Haven is a nonprofit rescue and adoption center for homeless cats and kittens in Colorado Springs. Our mission is to protect and rehome cats while educating the community about compassionate cat care. We believe every cat deserves a chance at a safe, happy life—and our team works tirelessly to make that happen.

Position Summary

Happy Cats Haven is seeking a skilled and mission-driven **Grants Manager** to lead all aspects of our grant-seeking strategy. This role is responsible for identifying funding opportunities, preparing and submitting proposals, managing grant timelines and reporting requirements, and maintaining accurate and organized records. The Grants Manager works closely with the Executive Director, Board of Directors, and staff to ensure that all grant efforts support our mission and long-term sustainability.

Key Responsibilities

- **Grant Writing & Submissions:** Research, write, and submit grant proposals, letters of inquiry, and other required documentation. Develop compelling, mission-aligned narratives that clearly communicate Happy Cats Haven's goals and impact.
- **Grant Management:** Track and manage grant timelines, submission deadlines, and reporting calendars. Maintain up-to-date records in the donor management CRM. Ensure compliance with all grant requirements, including narrative and financial reporting.
- **Reporting & Documentation:** Prepare post-award reports, budget summaries, and required financial documentation. Submit grant activity summaries to the Board President before scheduled Board meetings, and provide a comprehensive annual grant report each January.
- **Research & Strategy:** Identify and evaluate new funding opportunities that align with our programs and mission. Collaborate with the Executive Director and Board to develop and adjust long-term funding strategies.
- **Collaboration & Communication:** Work closely with staff and committees to gather program data and impact stories. Communicate professionally with funders and represent the organization positively at all times.
- **Uphold Our Values:** Demonstrate professionalism and respect in all interactions with donors, staff, volunteers, and community members.

Qualifications

- Passion for animal welfare and a commitment to the mission of Happy Cats Haven.
- Prior experience in grant writing and grant management in a nonprofit setting is highly desirable.
- Excellent written communication skills, with a strong ability to craft clear, compelling proposals
- Strong research and organizational skills, with the ability to manage multiple deadlines
- Knowledge of databases and CRM systems.
- Proficiency in standard office software and online communication tools.

Benefits & Work Environment

- Salary: \$15 per hour; independent contractor option is negotiable
- Part-time up to 10 hours per week
- Flexible hours, remote or hybrid office/home work options
- Supportive and passionate team culture
- Opportunity to make a direct impact in the lives of cats and the community

To Apply

Please submit your resume and a cover letter detailing your experience and why you're a great fit for this role to office@happycatshaven.org.

Join Happy Cats Haven and make a lasting difference through the power of fundraising.