



National Problem Gambling Helpline: Call or Text 1-800-GAMBLER or visit [1800gamblerchat.org](http://1800gamblerchat.org)

## Grants Program Manager

Part Time, Contract Position (20 hrs/week)

\$35-50/hour based on experience.

Duration: 18 months with possible extension

Location: Fully Remote, with 2-3 events per year requiring business travel

The National Council on Problem Gambling (NCPG) seeks a Grants Program Manager in a contract role. The Grants Program Manager is responsible for managing NCPG's grant programs, including the Agility Grants program and scholarships for the NCPG National Conference. The Grants Program Manager will oversee the application and review process, monitor and evaluate grantee performance, ensure compliance with grant requirements and funder interest; and build relationships with scholarship recipients and their institutions. The Agility Grants program has two cycles per year (January-March; July-September) and the scholarship program has one cycle per year (April-June).

### Responsibilities:

- Serve as the manager and point of contact for NCPG grant & scholarship programs.
- Collaborate with the Executive Director and Deputy Director to develop and implement funding priorities and guidelines, ensuring alignment with NCPG's mission and strategic goals.
- Coordinate and implement the grant and scholarship application processes, including developing application guidelines, managing the application portal(s), communicating with applicants, grantees and judges; and participating in funding recommendations as requested.
- Work with NCPG's communications team to promote grant & scholarship programs; and comply with NCPG comms guidelines when creating materials for the online portal(s), emails.
- Host webinars, office hours, and presentations to promote grant and scholarship opportunities, answer applicant questions, and prepare evaluators.
- Other duties as required.

### Qualifications:

- Bachelor's degree in Business Administration or related field of study.
- At least three years of experience in grant-making or grants administration
- Strong project management skills, including the ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills.
- Ability to work independently and ability to work as part of a cross-functional team.
- Strong attention to detail and organizational skills.
- Demonstrated experience in nonprofit operations and best practices.
- Proficiency in Microsoft Office Suite, Google Suite, Asana.
- Proficiency in CRM platforms and online grant/scholarship management platforms.
- Knowledge of the gambling industry, problem and responsible gambling (including treatment, prevention, resources) and related best practices is preferred,

To apply for this position, please contact: Michael Bonnema, Lead Talent Acquisition Specialist Employment Enterprises [mbonnema@eeihr.com](mailto:mbonnema@eeihr.com).