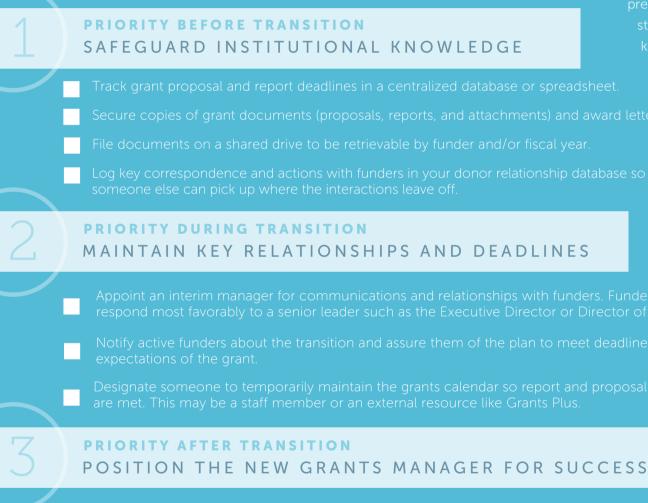
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Bridge the Gap: Protect the Grants Program During a Staffing Transition

A solid grants program is built on consistent attention to funding opportunities and relationships. So what happens when the grants manager leaves?



- Prioritize a period of overlap so the interim grants manager can orient the new grants manager to process and funder relationships.
- Send a personalized message to each funder to introduce the new grants manager as their primary contact.
- Ensure staff understand roles and responsibilities for interacting with the new grants manager to prepare reports and proposals and maintain relations with funders.
- Engage the new grants manager in creating or improving organization-wide systems and routines to support grant activity and reporting. After all, they will be managing the process!

Use this checklist to prepare for an unexpected staffing change by taking key steps before, during, and after a staffing transition.

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