
Thomas Reinholt

Grants Manager

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Summary

Grants manager with 8 years in grants management and grant writing for health and education nonprofits, overseeing a portfolio of 70 active grants worth \$14M. Leads project management for every submission, owns federal grant compliance under 2 CFR 200 and grant reporting, and supervises 2 grant writers. Grew institutional fundraising by 35% since 2022.

Experience

Grants Manager

Schuylkill Health Access Network — Philadelphia, PA — 01/2022 - Present

Community health nonprofit with 6 clinics and a \$40M budget.

- Manage a portfolio of **70** active federal, state and foundation grants worth \$14M a year across 6 clinics.
- Lead 2 grant writers and a 60-submission calendar, meeting every deadline for 4 straight years.
- Develop grant budgets with finance and monitor spending, closing 3 federal audits with no findings.
- Grow institutional fundraising from \$10.4M to \$14M by adding 22 new foundation and government funders.

Grant Writer

Delaware Valley Learning Alliance — Camden, NJ — 06/2018 - 12/2021

Education nonprofit serving 5,000 students in after-school programs.

- Wrote 40 proposals a year, including 3 federal awards worth \$2.1M for after-school and summer programs.
- Built grant tracking reports in Excel and Microsoft 365 for the executive director and board of directors.
- Coordinated program, finance and evaluation staff on 25 grant reports a year using shared Word templates.
- Trained 12 program managers on grant spending rules, time-and-effort records and audit documentation.

Education

Master of Public Administration

Temple University

Nonprofit Management

Philadelphia, PA

05/2018

Skills

Grants Management	—	Grant Writing	—	Project Management	—	Federal Grant Compliance
Grant Budgets	—	Grant Reporting	—	Fundraising	—	Excel
Microsoft 365	—	Time Management				

Certificates

Grant Professional Certified (GPC)

Grant Professionals Certification Institute

10/2021