



Grants Manager

POSITION SUMMARY

Under the direction of the Vice President of Philanthropy, the Grants Manager, directs and coordinates resource development activities including grant proposals, contract development and fund raising campaigns to support agency services and operations. The Grants Manager will be responsible for building and managing the agency's corporate, and government portfolios. Responsibilities include prospect research, writing and submitting proposals, grant reporting, and timely gift acknowledgements and other correspondence for both new and existing funders.

DUTIES & RESPONSIBILITIES

- Write, coordinate, and prepare institutional grants, private and government.
- Developing program budgets in partnership with the Finance and Program team and maintaining support materials.
- Manage the grant submission process, including collection and synthesis of data, completion of proposals, tracking, reporting.
- Perform prospect research on foundations to evaluate prospects for foundation grants.
- Comply with all grants reporting as required by foundation/corporate donors.
- Secure private grants from an existing base of corporations and foundations, as well as identify, cultivate and solicit new foundation support.
- Participate in monthly Grant Management meeting.
- Primarily responsible to successfully carry out grant proposal writing, reporting and prospecting.
- Work with appropriate staff personnel and development team on grant and report writing activities.
- Analyze information on prospects and potential donors using online resources, foundation research etc.
- Take the initiative to remain informed on key funding issues in public and private funding.
- Develop and implement a fundraising strategy to increase giving from foundations, corporate, and government agencies.
- Researches, writes, edits, and ensures the timely submission of inquiry letters, proposals, and other requests for funding, sponsorship, and in-kind support.
- Manages strategic relationships with various governmental agencies and individuals.
- The position will involve coordination among development and program staff to gather information. into varied proposal formats in a timely fashion to meet application and reporting deadlines.
- Manage Grant Writer.

MINIMUM QUALIFICATIONS

Applicant must have the ability to:

- Work in collaboration with the Vice President of Philanthropy, program and executive team to identify organizational fundraising needs, assess assets, and develop a grants strategy to support long-term growth as outlined in strategic plan.
- Draft, research and proofread all grant-related communications including letters of interest, proposals, budgets and funder reports in a timely manner.
- Work with staff to collect information prior to submission of proposals, budgets and reports.
- Maintain calendar of grant deadlines and submissions, and track progress towards revenue goals.
- Maintain compliance with reporting requirements, reporting deadlines, and priority updates.
- Incorporate regular research for ongoing and future funding opportunities into weekly and monthly work plans.
- Comply with all grants reporting as required by foundation/corporate donors.
- Maintain current records in database and in paper files, including grant tracking and reporting.
- Assist with other fundraising projects as requested.

- Possess a valid California Motor Vehicle operator's license with a driving record that meets minimum standards established by Community Action Partnership of Orange County insurance carrier.
- Must be able to lift up to 20 lbs. and physically participate and/or lead a range of physical activities.
- Work environment for this role is predominantly indoors with little to no outdoor working requirements.
- Bending, stooping, reaching, pulling, pushing, standing, kneeling, sitting, twisting, turning, walking, and bending at the waist may be physical requirements of the job.

EXPERIENCE & EDUCATION

Bachelor's Degree or equivalent work experience required; minimum of 5 years' experience in development for nonprofit organizations, focusing on individual giving/annual fund.

Required: You are required to provide two (2) writing samples with the employment application, such as a report, memo or brief report that shows your writing style and capabilities.

APPLICATION PROCEDURES

Please Apply at Community Action Partnership of Orange County's website at www.capoc.org.

MEDICAL EXAMINATION

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a drug screening examination.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and a makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

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