

Grants Manager

Job Description

Title: Grants Manager

Reports to: Chief Development Officer

FLSA Status: Non-Exempt

Wages: \$30.05/hourly; approx. \$62,500.00/annually

Job Type: Full Time

Location: Pacific Beach Office – Hybrid Remote

Note: Any offer of employment made by CCS is contingent upon providing CCS with valid, accurate, and truthful proof of COVID-19 vaccination. An applicant's conditional offer of employment will be rescinded if the applicant fails to provide proof of vaccination or does not have an approved exemption by the anticipated employment start date. An applicant may qualify for an exemption from the COVID-19 vaccination requirement if they are unable to receive any COVID-19 vaccine due to qualifying medical reasons or based on sincerely held religious beliefs, practices, or observances.

Summary: The Grants Manager reports to the Chief Development Officer and manages (1) unrestricted grant funding to grow capacity for the organization and (2) restricted fundraising through private and government grant applications to maintain and grow programs, and (3) applications to donor advised funds. The Grants Manager works closely with the Chief Operations Officer and other members of Senior Leadership to support programs and services. Responsibilities focus on three areas: Grants (80%), Donor Advised Funds (10%), Communications (5%), and support of annual fund development (5%).

Essential Functions:

- Write and submit grant proposals and reports responsive to each funder's priorities and guidelines
- Manage tracking, deadlines, and reporting on all grants and provide program staff with grant deliverables, agreements, and deadlines
- Maintain a portfolio of current and prospective private grants and coordinate related site visits, updates, and responses to funder requests
- Conduct private and government grant prospecting and research
- Lead monthly Grants Team meetings that focus on strategizing, decisions, and timelines that include assigning roles and responsibilities.
- Work with finance staff to reconcile grant and donation records with financial records and manage grant acknowledgment letters and agreements.
- Participate in funder driven projects and/or events as a representative of the organization
- Meet with the Communications Manager monthly to identify annual campaign and event communications strategies and tactics, particularly for increasing foundation engagement.
- Work with program staff to produce client success stories monthly for CCS communications, and proofread digital communications created by Communications Manager (e.g., grammar, punctuation, and formatting)
- Support other development projects as needed, such as social media postings to highlight grant awards and impact, content for annual events and campaigns, and serving as a CCS representative at events.
- Model leadership and participation in all fundraising campaigns
- Maintain a portfolio of individual and organizational donors for stewardship
- Participate in cross-department groups or board committees as assigned

**Job Requirements:****Education:**

- Bachelor's Degree in Business Administration or related field or equivalent combination of education and experience.

Experience:

- Minimum 5 years of direct grant-writing experience
- Minimum of 2 years of grants management, with demonstrated ability to act as lead writer of winning private and government grant proposals for non-profits

Preferred Experience:

- Fundraising and/or public relations experience
- Familiarity with intervention and prevention work related to relationship violence and sexual assault
- Strategic and overarching understanding of social justice's impact on sexual and intimate partner violence

Core Competencies:

- Superior written and oral communication skills
- Interpersonal skills that build trust, accountability, and a collaborative spirit
- Organized and detail oriented with the ability to effectively multi-task, prioritize, and meet deadlines
- Proactively adapt to always changing requirements and duties by being solutions oriented and exercising sound judgment and decision making
- Maintain confidentiality and professionalism at all times

Working Environment:

This job may be primarily remote, but on-site presence is required to complete some job requirements. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers. Must maintain personal cell phone for work-related purposes. Ability to work in IPV, SA, and stalking fields. Working conditions may include possible exposure to communicable diseases related to those typically found in social services setting. Full COVID-19 vaccination required to successfully fulfill the duties of the job.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to carry up to 20lbs.

Travel:

Some travel may be required (approx. 15% within San Diego County). Must have reliable transportation available for work-related purposes, a valid California driver's license, and proof of automobile insurance.

Work Hours:

The employee must be available during Agency working hours of 8:30 a.m. to 5:30 p.m. and must work 40 hours each week to maintain full-time status. Occasional overtime, evening, and weekend work may be required as job duties demand.

To Apply: Please submit your resume and cover letter to Suzie Colby scolby@ccssd.org

CCS is an equal opportunity employer that strives to create an inclusive environment and a diverse workforce from all backgrounds, abilities, and cultures.