GRANTS MANAGER

OUR EXCITING OPPORTUNITY

Community Action Partnership has an exciting opportunity for
Grants Manager

In this role, 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, the Grants Manager will assist with the development and implementation of program procedures and that requirements are aligned to build sustainable support in impacting the lives of hundreds of residents; playing a critical part in the work and dedication of Community Action Partnership of Orange County’s initiatives. It’s leadership with a cause and the rewards are immeasurable!

WHO WE ARE

Community Action Partnership of Orange County (CAP OC) hires professionals who support and embody the following E.P.I.C. values:

Going above and beyond in every interaction and activity we undertake. We strive for EXCELLENCE in service, keeping a pulse on the most up to date innovations within our industry. Together we continually assess and improve the way to work and enhance the strategies we utilize to meet the needs of our community.

Reaching our goals by working collaboratively with each other and our community. We are working to do the things that have not been done: empowering families and individuals to financial independence, breaking the cycle of poverty, creating financial equity, combating food insecurity, and establishing energy and healthy living conditions for all through social innovation. All of this takes PROACTIVENESS, and an intrinsic motivation that drives us to go above and beyond to create cutting-edge trends and program designs. We have the will and the energy and won’t stop until the needs of our underserved community no longer exist.

We are a team of high INNOVATION. We value the work we do; the people we serve; and treat each other with respect and kindness. We also have an environment of engaging in social economic justice by sharing of ideas and not afraid to try new things that increases our educational capacity. We think outside of the box, and challenge prevailing assumptions about issues of poverty.

Reaching our goals by working in partnership with each other and our community. The work we do is deeply rooted in the COLLABORATION we have with our community and its citizens. We care about the legacy of community action partnership and go above and beyond to ensure we support each other in bringing forth the services and resources that will positively change generations forever.

We have remained true to our mission “to enhance the quality of life within Orange County by eliminating and preventing the causes and effects of poverty by mobilizing and directing resources to programs that assist, educate, and promote self-sufficiency.”
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WHAT YOU WILL ACCOMPLISH IN THIS ROLE
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. The Grants Manager will work cross-departmentally and be a major component of a monthly review of all corporate and government grants, their current status and critical deadlines.

ROLES AND 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 and provide a matrix of proposed and current corporate and government grants, their status and critical deadlines.
✓ 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. Keep the relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities.
✓ 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.

THE IDEAL CANDIDATE HAS KNOWLEDGE AND EXPERIENCE IN:
✓ Work in collaboration with the Vice President of Philanthropy, program and executive team to lead a Grant Review Process, which would 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.
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✓ 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.
✓ 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.
✓ Position may work remotely for part of the workweek under the approval of the Vice President of Philanthropy.

EDUCATION AND EXPERIENCE
Bachelor’s Degree or equivalent work experience required; minimum of 5 years’ experience in resource development for nonprofit organizations, both institutional and private giving.

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.

HOW TO APPLY
Please Apply at Community Action Partnership of Orange County’s website at www.capoc.org.

MEDICAL EXAMINATION AND BACKGROUND CHECK
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 and background check. 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 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.

**Please note this job profile is subject to change.**