



## GRANT MANAGER JOB ANNOUNCEMENT

TITLE	Grant Manager
FLSA STATUS	Exempt
PAY CLASS	Full-Time
REPORTS TO	Director of Programs and Development
LOCATION	Santa Ana, California

**Job Summary** The primary role of the Grant Manager is to plan, direct, and coordinate activities, primarily related to grant writing and fund development, in support of the organization's clients. Areas of activity include grant strategy and program design, market analysis, fund research, grant writing, proposal development, program sustainability and financial scenario planning. The Grant Manager supervises a team of onsite client specialist and offsite grant writers and grant coordinators, ensuring that work is completed within prescribed timeframes and funding parameters and to the company's standards. In addition, the Grant Manager will work with other CV staff on, business development, department strategy, special consulting projects and incubation services for our fiscally sponsored projects. The Grant Manager may also provide training to the grant team, lead external development workshops and provide feedback and support to staff members across all departments.

**Education/Experience Requirements** Minimum requirements include:

- Bachelor's degree in Communications, Writing, or related field required; Master's degree preferred.
- Five+ year's experience in project management and grant writing
- Experience interacting with and supporting multiple clients
- Collegial, collaborative work style required
- Effective presentation skills
- Supervisory or project/team leadership experience desirable

**Compensation** Commensurate with experience, education, and market (\$70,000 – \$75,000 per year)

### Benefits

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- Part-time employees (29 hours per week or less): paid sick leave



## Company Summary

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

**Applications:** Please send cover letter and resume to [HR@charitableventuresoc.org](mailto:HR@charitableventuresoc.org).

*Charitable Ventures is committed to the principle of equal employment opportunity.*