



Position Title: Grants & Research Manager

Reports To: Senior Director of Development

Compensation: Salary based on experience

The Grants & Research Manager reports to the Senior Director of Development and works cross-departmentally to oversee a robust grant program. This new position will manage our relationship with a third-party grant writer, upgrade our manual grant tracking method to our donor database (Donor Perfect), and ensure continued growth in grant revenue.

The ideal candidate is a skilled writer and editor, can articulate organizational objectives, and has a record of achieving financial goals in the nonprofit or academic sector. The successful candidate will have a flair for project management, have relevant software expertise, and have a solid donor relations orientation.

Major Areas of Responsibility:

- Develop, maintain, and ensure proper grants management procedures are in place and consistently followed, including but not limited to grant reporting, award letters, grant agreements, and procedures to ensure availability of funds
- Review and edit grant proposals and supporting documents, grant reports, and all documents pertaining to the stewardship of grants and grantors
- Coordinate and collaborate with other internal teams, including the accounting and program departments
- Provide superior customer service to donors and be the primary or secondary contact for grantor relationships
- Oversee and ensure all grants are entered and tracked appropriately
- Report on grant efforts to management
- Conduct research of scholarly articles for academic support of programmatic efforts for citation in grants
- Position will also be responsible for writing additional organization writing assignments, including articles for our various news outlets
- Other duties assigned as a part of greater Advancement initiatives including special projects and department initiatives as needed

Qualifications:

- Bachelor's degree in English, Creative Writing, or other related field required
- Must possess three years or more of full-time relevant experience, preferably in the nonprofit/academic sector as a grant writer or grants manager, or as a professional literary editor
- Must demonstrate strong presentation, communication and organizational skills
- Must demonstrate proficiency in Microsoft Suite (Teams, Word, Excel, etc) and donor management database (Donor Perfect preferred)
- Ability to read, analyze and interpret complex documents and instructions. Ability to calculate figures and construct grant budgets

About Meals on Wheels Orange County:

Meals on Wheels Orange County is the largest nonprofit provider of nutrition and supportive services for at-risk older adults in the county. For over 50 years it continues to be committed to erasing hunger and isolation through nutritious meals, friendly visits and safety checks, and keeping families together through adult day services. The organization delivers over 1 million meals to more than 10,000 at-risk older adults each year throughout central and north Orange County.

To apply, please visit our website at www.mealsonwheelsoc.org/about/careers and click on "see job postings".

Meals on Wheels OC is an Equal Opportunity Employer