



Foundation Relations Manager Job Description

Title: Foundation Relations Manager
Department: Philanthropy
Classification: Non-Exempt, Hourly
Reports to: Vice President of Philanthropy
Revised: 8/2021

Summary: The Foundation Relations Manager is responsible for managing all organizational grants, including government and private, for both unrestricted operating revenue and restricted projects. This includes all aspects of grant development from research, proposal writing, and follow-up reports to grantee stewardship and cultivation.

Essential Duties and Responsibilities:

- Establish and manage grant strategy and pipeline and report to executive leadership.
- Perform prospect research on all types of grants to determine the most viable prospects based on alignment with UCP-OC's programs, goals, and financial needs.
- Work closely and in collaboration with the fund development team on cultivation and stewardship strategies to maximize funding potential.
- Work with the finance department to gather information necessary for grants.
- Research and gather specific program information and community statistics, including but not limited to, area demographics and related data.
- Maintain careful and detailed records to track proposals and grant files.
- Develop and implement stewardship plan for all granters, maintaining strong engagement and support of UCP-OC mission and vision.
- Manage all grant reporting, ensuring adequate recording of data and measurable outcomes, timeliness, and quality.
- Annual goal to raise between \$300,000 and \$400,000.
- Other duties as assigned.

Education and Work Experience:

- Bachelor's degree required.
- 3-5 years of experience with grant research and writing, including a track record for securing five- and six-figure awards.
- Success in cultivating and stewarding funder relationships to secure ongoing support.
- Experience in grant writing for health- or disability-related causes preferred.
- This position may require local travel. Must provide proof of valid CA driver's license and automobile insurance upon hire and at expiration thereafter. Must have a reliable means of transportation.
- Complete/provide proof of negative tuberculosis test result and maintain clearance every two years.

Knowledge and Skills:

- Superb interpersonal and communication skills; ability to speak, read and write effectively in the English language.
- Excellent research skills.
- Knowledge of Raisers Edge fundraising software preferred.
- Exceptional critical thinking skills.
- Ability to multi-task, organize, prioritize, meet deadlines, and deal with frequent interruptions.
- Ability to work independently as well as collaboratively with diverse groups of people, accomplishing projects with minimal supervision.
- Ability to manage multiple projects and responsibilities while maintaining strong relationships with granters and staff.
- Ability to represent UCP-OC in an ethical and professional manner.
- Ability to exhibit UCP-OC values including the ability to focus on producing positive results, use resources wisely and effectively, demonstrate compassion, empathy, and respect.
- Proficiency in Microsoft Office.

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

Ability to perform various tasks including stand; walk; sit; use hands; reach; climb stairs; balance; stoop, kneel, crawl or sit on the floor; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Hearing - able to hear the general public, including consumers and supervisors.

Visual – able to see using close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to work with moderate noise level in the work environment.

UCP-OC is an Equal Employment Opportunity (EEO) employer: We prohibit unlawful discrimination on the basis of any characteristic protected by applicable local, state or federal law.

Interested applicants may send their resume and cover letter to cgarkovich@ucpoc.org.