



## GRANT MANAGER JOB ANNOUNCEMENT

TITLE	Grant Manager
FLSA STATUS	Exempt
PAY CLASS	Full-Time
REPORTS TO	Director of Strategic Initiatives
LOCATION	Santa Ana, California (Hybrid Schedule- 2 days remote/3 days on-site)

### Who is Charitable Ventures?

Charitable Ventures was created to make sure nonprofits are resilient, effective and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially and economically just, our employees guide and design strategies to effectively address those needs.

### Do you have a passion for fund development, providing leadership to a team and managing complex projects for nonprofit clients?

If so, your passions align with the Charitable Ventures mission!

### What are we looking for in our next team member?

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Oversee the efficient deployment of staff and writers across grant retainers and service agreements for both external Charitable Ventures clients and fiscally sponsored projects?
- Work directly with clients to gather information, prepare budgets and logic models?
- Provide guidance to and monitor the work of a mostly remote grant writing team?

**If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.**



## 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.

## What are the desired qualifications?

### Education:

Bachelor's degree in any field of study or equivalent work experience; Master's degree preferred.

### Experience:

- Five+ years' experience in project management
- Three + years' experience with 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 - \$80,000 annual salary)

### 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
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**



**Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!**

### **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. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.*