



**Job Title: Grants Manager**

**Reports to: Chief Advancement Officer**

**Education Requirement: Bachelor's degree in Business, Social Science, or equivalent area**

**Experience Requirement: Minimum of 3 years in non-profit work environment writing and managing grants**

**Position is: Exempt, Full-time**

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**Job Summary:**

The Grants Manager is responsible for identifying, securing, and managing community, corporate, and family foundation grant funding to meet Families Forward annual funding needs. The Grants Manager plays a critical role in foundation relations and stewardship. In a fast-paced, dynamic environment, the Manager mentors and provides leadership to the grant team to grow grant revenue and ensure pipeline of consistent program funding. The Grants Manager also supports fundraising and marketing efforts through creation of narrative and storytelling that inspires philanthropy.

**Supervises:** Grant Coordinator

**Essential Job Duties:**

**Grants Management (70% of time):**

- In partnership with the Government Grants Manager, develop and manage comprehensive grant plan to support annual funding needs with input from CEO, Chief Advancement Officer, Chief Program Officer, and Director of Finance.
- Research and write grant proposals and reports, meeting all submission deadlines.
- Supervise, mentor, and support Grant Coordinator.
- Proof/edit work and provide constructive feedback to Grant Coordinator and Grant Consultants.
- Collaborate with Program and Data teams to develop grant objectives and measurable outcomes.
- Work directly with Program, Data and Grant Compliance teams to anticipate and define reporting needs across the organization for external reporting and internal performance measures.
- Create and update brand-consistent narrative and boilerplate language to be used in grants and other materials.
- Work with Grant Coordinator to develop background materials needed for grant submissions including current statistics related to family homelessness, budgets, and sources of leveraged funding.
- Assist in the development of annual grant budget and forecast grant funding.
- Track and report on status of grant applications, funding, reports, and stewardship.
- Develop bank of client testimonials and stories for use in grants, fundraising, marketing, and PR materials.
- Assist Government Grants Manager with application preparation and reporting as needed.

**Foundation Relations – (20% of time):**

- Initiate and cultivate productive, positive relationships with foundation funding partners.
- Acknowledge and steward grant awards on a timely and consistent basis.
- Develop and implement Foundation Stewardship Plan.
- Identify and research grant funding opportunities to grow grant revenue.
- Host site visits, tours, and presentations with current and potential funders.
- Responds immediately to foundation requests for information and materials.
- Maintain Families Forward's profile on GuideStar/Candid, Charity Navigator, and other nonprofit portals.
- Represent Families Forward at funder meetings and events.

**Other responsibilities – (10% of time):**

- Assist with fundraising, special events, marketing, and public relations activities.
- Attend Staff meetings, Fund Development meetings, and other meetings as needed.
- Coordinate as necessary with the Board and Board Committees.
- Assist with other special projects as assigned.

**Job Qualifications:**

- Demonstrated success in identifying, securing, and managing corporate and foundation grant funding
- Strong research, writing, and editing skills
- Excellent verbal communication skills and public speaking experience
- Proficiency with Microsoft Office and experience with fundraising databases, Blackbaud Raiser's Edge experience a plus
- Bachelor's degree required
- Minimum of 3 years of grant writing experience
- Highly driven, results-oriented work ethic
- Occasional evening and weekend work required
- Ability to occasionally lift or carry 25 pounds
- Valid California Driver License and Proof of Insurance
- Writing samples required

**Note:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

***Please send resume to Marissa Hall at [mhall@families-forward.org](mailto:mhall@families-forward.org) – NO PHONE CALLS PLEASE***

<b>Key Skills:</b>	<b>Comprehensive</b> Expert with total knowledge; guides others	<b>Advanced</b> Fully trained; req. occasional assistance	<b>Moderate</b> General knowledge but not totally proficient	<b>Basic</b> Trainee with general understanding
<b>Technical/Functional Expertise:</b> Precise Deadline & Time Mgmt.		<b>Required</b>		
<b>Industry Knowledge:</b> Grant Research & Writing		<b>Required</b>		
<b>Computer Software:</b> Microsoft Office		<b>Required</b>		
<b>Interpersonal/Communication:</b> Strong verbal & written skills		<b>Required</b>		
<b>Language (non-English):</b> Speak & understand Spanish				

**Work Environment/Requirements: (time required in terms of an 8 hour workday)**

Time each day (Occasionally = 0.5 to 2.0 hours; Frequently = 2.5 to 4.0 hours; Continuously = 4.5 or more hours)

<b>Basic Duties</b>	<b>O</b>	<b>F</b>	<b>C</b>
Drive car	O		
Operate forklift			
Ride in car	O		
Travel	O		
Use telephone		F	
Type or use PC equipment			C
Sit at desk			C
<b>Noise Level</b>			
Very quiet (forest trail; isolation booth, etc.)			
Quiet (library; private office, etc.)			
Moderate Noise (open office)			F
Loud Noise (warehouse, fork trucks, etc.)			
Very Loud Noise (heavy equipment, etc.)			
<b>Work Environment</b>			
Wet, humid conditions (non-weather)			
Work in high, precarious places			
Fumes or airborne particles			
Toxic or caustic chemicals			
Outdoor weather conditions			
Extreme cold (non-weather)			
Extreme heat (non-weather)			
Risk of electrical shock			
Risk of radiation			
Vibration			
<b>Other:</b>			

<b>Basic Functions</b>	<b>O</b>	<b>F</b>	<b>C</b>
Kneel/bend/crouch/crawl/squat	O		
Talk		F	
Hear		F	
Climb or balance			
Reach with hands or arms	O		
Reach above shoulder level	O		
Stand or walk	O		
Use hands to finger/handle/feel			
Push/pull			
<b>Special Vision Requirement</b>			
Close vision (clear at 20 inches or less)			C
Distance vision (clear at 20 inches or more)			C
Color vision (identify & distinguish colors)			
Peripheral vision (Observe up/down/left right)			
Depth perception (3 D; judge distance)			
Ability to adjust focus			C
<b>Lifting/Carrying</b>			
Up to 25 lbs.	O		
Up to 50 lbs.			
Up to 100 lbs.			
More than 100 lbs.			
<b>Working Hours</b>			
Physical presence during work hours		F	
Weekends	O		
Overtime	O		

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Manager's Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource's Approval

\_\_\_\_\_  
Date