

Pathways of Hope

Job Title: Grants Manager

Reports to: Senior Manager of Development

Education requirement: Bachelor's Degree preferred

Experience Required: Minimum of 3 years of grant writing experience, including government grants

Classification: Exempt, Full Time

Work Environment: Hybrid Remote following 3-month introductory period

The Opportunity:

The Grants Manager plays a critical role in maintaining the ongoing financial stability of Pathways of Hope, as well as the agency's ability to increase revenue in alignment with advancing initiatives. This position is responsible for identifying, securing, and managing government, corporate, and foundation and private grant funding to meet Pathways of Hope's annual funding needs. The Grants Manager plays a key role in government and foundation relations and stewardship and maintains the agency's public facing nonprofit profiles. This position ensures a pipeline of consistent funding to support Pathways of Hope's ongoing programs and agency operations and works to grow revenue necessary for the agency's strategic initiatives. The Grants Manager also supports the Development Department's fundraising and marketing efforts through creation of narrative and storytelling that inspires philanthropy.

The Agency:

Since 1975, Pathways of Hope has been working to end the dual plights of hunger and homelessness in North Orange County. We have multiple housing sites and programming models that intersect at working to end hunger and homelessness across the greater Northern Orange County area. Our team is dynamic, forward-thinking, and works closely with stakeholders and partners in the community to achieve our mission and vision.

The Candidate:

All Pathways of Hope employees must embrace a culture of teamwork, collective success and support in assisting the agency in achieving its mission and vision. The ideal candidate will possess a strong work ethic, high levels of knowledge on best practices for securing and maintaining government and private grant revenue, the capacity for grant management and oversight, assessing new opportunities and assessing risk and opportunity for implementation of new grant and collaborative opportunities. The candidate must also possess a track record of successful problem-solving and the ability to work independently.

Salary Range and Benefits:

The salary range for this position is \$62,500 - \$65,000, depending on experience. Benefits available include medical, dental, vision and life insurance, vacation, paid sick leave, 403b retirement plan option, cellphone allowance and mileage reimbursement. As part of its cultural values, Pathways of Hope respects and values work/life balance.

Essential Duties and Responsibilities:

- Develop and manage comprehensive grant plan to support annual funding needs with input from Executive Director, Senior Manager of Development, operations and accounting team, and Director of Programs
- Initiate and cultivate productive, positive relationships with government, corporate and foundation funding partners
- Research and write grant proposals and reports, meeting all submission deadlines
- Acknowledge and steward grant awards on a timely and consistent basis

- Identify and research grant funding opportunities to grow grant revenue
- Collaborate with Program Team and especially with the Data and Compliance Specialist to develop compelling, meaningful, and achievable objectives and measurable outcomes
- Work directly with Program Team and especially with the Data and Compliance Specialist to anticipate and define reporting needs across the organization for external reporting and internal performance measures
- Develop background materials needed for grant submissions including current statistics related to homelessness, housing instability, food insecurity, etc., as well as budgets, and sources of leveraged funding
- Works directly with the Donor Relations and Database Associate to input, edit, and manage grants information in the Raiser's Edge NEXT database
- Assist in the development of annual grant budget and forecast grant funding
- Track and report on status of grant applications, catch rate, funding opportunities, reports and stewardship
- Host site visits, tours and presentations with current and potential funders, in partnership with the Senior Manager of Development and Executive Director
- Regularly update the agency's public facing charity profiles, e.g., Charity Navigator, OC Nonprofit Central, etc., to ensure accurate information and presentation appeal
- Collaborate with Senior Manager of Development to create brand-consistent narratives and boilerplate language to be used in internal and external communications
- Assist in the creation of copy for newsletters, website, quarterly and annual reports, direct mail, special events and other fundraising and marketing materials
- Proof, edit and provide copywriting support as needed for colleagues
- Attend Staff meetings, Development Department meetings, and other meetings as required
- Occasionally assists with events and public relations activities
- Assist with other special projects as assigned

Contacts and Relationships:

The Grants Manager reports to the Senior Manager of Development and works closely with members of the agency's leadership team, as well as key members of the Program and Operations Departments.

Qualification Guidelines:

- Demonstrated success in identifying, securing and managing government, corporate and foundation grant funding
- Excellent research, writing and editing skills
- Excellent verbal communication skills
- Minimum of 3 years of grant writing experience, government grant experience a plus
- Highly driven, results-oriented work ethic
- Excellent project management skills
- Proficiency with Microsoft Office
- Bachelor's degree preferred
- Experience with fundraising databases preferred
- Valid California Driver License and Proof of Insurance
- Writing samples may be requested

Ability to:

- Establish and maintain effective working relationships with co-workers, Board members, volunteers, residents, vendors and any and all Pathways of Hope stakeholders
- Communicate effectively over the telephone and clearly communicate information and instructions verbally and in written form
- Ability to establish priorities, work independently and as part of a team
- Solve problems by making decisions that promote team unity and agency stability
- Work with people from diverse economic and socio-cultural background using cultural competency lens
- Work with staff and clients using Trauma Informed Care and Harm Reduction Approach
- Represent the program and agency in a positive manner within the community

Physical Tasks and Working Conditions Include the Following:

- Ability to lift up to 25 lbs.
- May be required to occasionally work nights and/or weekends

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.

Pathways of Hope reserves the right to modify, supplement, rescind or revise all job descriptions to meet the overall needs of the organization.

Pathways of Hope is an equal opportunity employer.

To apply, please email cover letter and resume to Mychael Blinde, Senior Manager of Development, at mblinde@pohoc.org