



Grants Manager

Background: Center for Changing Lives' (CCL's) vision is a community where everyone thrives. Too often resource and economic opportunity limit participants' choices and capacity to achieve their goals and vision. CCL partners with those held back by lack of resources and economic opportunity in order to uncover possibilities, overcome barriers, and realize their potential. Partnership takes many forms: coaching, training and educating, and coalition building, advocacy and organizing are the primary ways that goals and potential are realized.

Position Overview: The Grants Manager is principally responsible for supporting the Director of Resource Development in managing the current and prospective grant opportunities. Duties will include managing overall grant efforts, optimizing the grant administration process, preparing and reviewing grant proposals, managing grant databases and collaborating with the Administrative Team to support and ensure grant compliance. Additionally, this position offers support in the area of Individual Donor engagement and development.

Areas of Work:

- Lead grant proposal development and submission—preparing and organizing materials for proposals, and submitting and monitoring grant applications, including:
 - Researching new funding and development opportunities on a local, state, and federal level, as well as from private foundations.
 - Maintaining and building relationships with funders and other strategic partners on a local, state, and national level; as well as from private foundations
 - Drafting proposals/LOIs, grant application narratives, and budgets and collaborate to finalize with the Director of Resource Development.
 - Preparing grant applications to be submitted and maintain a robust list of portals
 - Meeting with funders and CCL staff to explore funding opportunities and fulfill site visit requirements
 - Representing CCL at external meetings and events as needed
 - Maintaining master calendar of grants and prospects and all associated files and correspondence
 - Maintaining library of grant support documents including resumes, bios, IRS forms, Board/staff diversity lists, etc.;
 - Executing thank you letters and facilitate grant contracts/agreements;
 - Ensuring acknowledgment of funders/investors via website, e-newsletter, and social media;

- Collaborate with the Director of Resource Development to submit reports to funders and investors.
 - Monitoring and maintain funders and investors reporting schedules and requirements;
 - Drafting compelling progress reports and targeted program updates (e.g. blog posts, press releases, FB and Twitter posts) to funders that fully capture programmatic success;

- Assembling all necessary supporting materials and documents including budget reports, outcome measurements, success stories, etc.;
- Researching statistics, trends, and data for grant proposals and community advocacy, including:
 - Performing research and data-gathering—both from external sources and Center for Changing Lives program data;
 - Assisting in the development of presentations for various stakeholders.
- Offer Support to Individual Donor Development Work
 - Offer support for targeted fundraising goals, particularly the stewardship and operations of fundraising campaigns.
 - Assist in building, maintaining, and analyzing the donor base, support gift acceptance and acknowledgments, and reconciling of accounts.
 - Supports donor engagement events, donor communications, and other advancement activities, including an annual Gala.
- Other duties as assigned. ¹

Job Qualifications/Skills

- Must have an undergraduate degree. Graduate degree is a plus.
- Bi-lingual (English/Spanish) a plus
- Must be self-motivated; comfortable working independently
- Must have strong analytical and problem-solving skill
- Must be able to work in a team environment
- Have a strong interest in nonprofit management
- Ability to learn quickly and apply knowledge
- Well-organized, detail-oriented with strong documentation and reporting skills
- Strong computer skills, including fluency with the internet, Google Suite, and Microsoft Office applications
- Familiarity with Donor Management Systems such as Network for Good, GiveSmart, etc.

Working Conditions:

- This position requires flexibility in schedule, duties, or unexpected events/circumstances that may occur, so tasks not specified here may be required to successfully execute the position and may be asked upon by the Administration. Occasional evenings, weekends and/or off-site work are required. This position is supervised by Center for Changing Lives' Director of Resource Development.

¹ *The aforementioned job description can and will be updated based on need and approval of immediate supervisor or executive director. This description should not be construed to contain every function or responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.*

Successful Candidate Will Demonstrate:

- Strong commitment to economic justice and racial equity
- Passion for CCL's mission and vision
- Preference towards a non-directive, client-led relationship
- Strengths around creativity, resourcefulness, persistence, and self-reflection
- Proclivity to risk-taking and a willingness to fail, learn, and adapt
- Track record of taking initiative, managing and advancing projects independently
- Excellent self-management
- Openness to regular, 360-degree feedback and an environment of mutual accountability
- Commitment to confidentiality and professionalism.

Accountability: This position is mutually accountable to the broader staff; is supervised by the Director of Director of Resource Development, and interfaces with the administrative team on matters of external relations, marketing, and resource development.

Salary Range: \$60,000 - \$65,000.

Job Type: Full-time, grant-funded position.

Benefits Summary: This is a full-time (40 hours a week) exempt position that includes health, dental and vision insurance, life, short-term, and long-term disability insurance as well as generous paid time off (*4 weeks paid vacation, 7 sick days, 4 personal days, 12 paid holidays*).

Additional benefits include flexible savings account, commuter benefits, employer-matched retirement plan, employee assistance program and sabbatical leave.

To Apply: Submit cover letter and resume to careers@cclconnect.org. No phone calls, please.

Women, people of color, LGBTQ, people with disabilities, and veterans are strongly encouraged to apply. CCL is an Equal Opportunity Employer.