

## **Job Description: Grant Manager**

**Position Title:** Grant Manager

**Hours:** Full-Time

**Compensation:** \$26-\$28.50 per hour

### **About Us**

Family Promise of the South Bay prevents and ends homelessness for families with children and helps them to achieve sustainable independence through a community-based response. We offer a comprehensive program that includes housing, case management, children's programming, mental health support, and wraparound services.

### **Position Overview**

We are seeking a dynamic and experienced Grant Manager to join our dedicated team. The Grant Manager will be responsible for managing the full lifecycle of grants, from researching potential funding opportunities to ensuring compliance and reporting. This role is essential in securing the resources needed to support our \$1.3 million budget and advance our mission.

### **Key Responsibilities**

#### Grant Research and Proposal Writing:

- Identify and research potential grant opportunities from government, foundation, and corporate sources.
- Develop and write compelling grant proposals, letters of inquiry, and supporting documents tailored to the requirements of each funding opportunity.
- Collaborate with program staff to develop project concepts and ensure alignment with funding requirements and organizational goals.
- Prepare budgets and financial plans for grant proposals in collaboration with the finance team.

#### Grant Management:

- Manage the entire grant process, including application submission, follow-up, and reporting.
- Maintain a detailed grant calendar to ensure timely submission of proposals, reports, and other required documents.
- Monitor and ensure compliance with all grant requirements and regulations, including tracking and documenting grant-related activities.
- Coordinate with program and finance staff to ensure grant-funded projects are implemented as planned and funds are utilized appropriately.

**Collaboration and Communication:**

- Work closely with program staff to gather necessary information for proposals and reports.
- Communicate effectively with funders, building and maintaining strong relationships.
- Provide regular updates to the executive team on grant progress and outcomes.
- Participate in team meetings and contribute to strategic planning and program development initiatives.

**Data Management and Reporting:**

- Maintain accurate records of all grant-related activities and documentation, including grant agreements, correspondence, and financial reports.
- Prepare and submit timely grant reports, ensuring accuracy and completeness.
- Analyze grant performance data and provide insights to improve future grant strategies.
- Utilize grant management software to streamline tracking, reporting, and compliance processes.

**Capacity Building:**

- Provide training and support to program staff on grant-related processes and best practices.
- Stay informed about trends and changes in the funding landscape, and share relevant information with the team.
- Develop and implement strategies to diversify and expand the organization's funding base.

**Other Duties:**

- Assist with special projects and initiatives as needed.
- Represent Family Promise of the South Bay at meetings, conferences, and other events as required.

**Qualifications**

- Bachelor's Degree from an accredited college/university in a related field (e.g. nonprofit management, finances, social work) OR minimum of 3 years of experience in grant writing and management, preferably in the nonprofit sector.
- Proven track record of successful grant applications and funding awards.
- Strong writing, research, and analytical skills.
- Excellent organizational and time management skills.
- Proficiency in Microsoft Office and grant management software.
- Ability to effectively interact with clients, co-workers, and volunteers with diverse ethnic and cultural backgrounds and treat each individual with respect, dignity, and compassion.
- Able to work with basic supervision, with initiative, and good judgment.
- Local travel required; must have a reliable vehicle, insurance, clean driving record, and current California Driver's License.

## Why Join Us?

- **Hybrid and Flexible Work Schedule:** Enjoy the flexibility of working both remotely and in our Torrance office, with a schedule that supports work-life balance.
- **Meaningful Impact:** Play a crucial role in helping families achieve stability and independence.
- **Supportive Culture:** Our organization values harm reduction and prioritizes the well-being of our staff. We foster a supportive and inclusive environment where every team member is valued.
- **Holistic Approach:** Be part of an organization that takes a comprehensive approach to addressing homelessness, focusing on long-term solutions and family stability.
- **Staff Well-Being:** We are committed to supporting our staff with resources and benefits that enhance their personal and professional lives.

## Application Instructions

If you are passionate about making a difference and have the skills and experience we are looking for, we would love to hear from you! Please email your cover letter and resume to Jocelyn De la Rosa at [jocelyn@familypromiseosb.org](mailto:jocelyn@familypromiseosb.org). Please include the words "Grant Manager" in the subject line.

## Equal Employment Opportunity

Family Promise of the South Bay provides equal employment opportunities to all employees and applications for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## Disclaimer

Family Promise of the South Bay reserves the right to modify, interpret, or apply this job description as needed to meet the needs of the agency. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains at-will. These job requirements are subject to change to reasonably accommodate qualified individuals with disabilities.



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