

FAMILIES FORWARD

Job Title: Government 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

Job Summary:

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

Supervises: N/A

Essential Job Duties:

Grants Management and Compliance (60% of time):

- Develop and manage comprehensive government grant plan to support annual funding needs with input from CEO, Chief Advancement Officer, Chief Program Officer, and Chief Finance Officer.
- Lead and project manage grant submissions with input from multiple departments.
- 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.
- Develop program narrative and background materials needed for grant submissions including current statistics related to family homelessness, budgets, and sources of leveraged funding.
- Research and write grant proposals and reports, meeting all submission deadlines.
- Acknowledge and steward grant awards on a timely and consistent basis.
- Assist in the development of annual grant budget and forecast government grant funding.
- Facilitate the execution of grant contracts and amendments.
- Organize and maintain government grant records.
- Track and report on status of grant applications, funding, reports, and stewardship.
- Coordinate the collection of data, narrative, and financial information for timely submission of quarterly performance reports and other requested reports.
- Work closely with the Data Management Director to ensure grant compliance, quality, and service excellence.

Government Relations (30% of time):

- Serve as primary liaison with government partners.
- Initiate and cultivate productive, positive relationships with government partners.
- Identify and research government grant funding opportunities to grow grant revenue.
- Host site visits, tours, and presentations with current and potential partners.
- Conduct oral grant presentations to government entities (City Councils, City Committees/staff, etc.) and other funders.
- Coordinate and conduct meetings with government partners as needed.
- Represent Families Forward at meetings.
- Proactively communicate with government partners often and respond immediately to requests for data and information.

Other responsibilities – (10% of time):

- Assist with events, fundraising, 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 government 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, preferred
- Bachelor's degree required
- Minimum of 3 years of grant writing experience, government grant experience a plus
- 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

Pay Range: \$70,000-80,000 per year, depending on experience.

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, Director of Operations, at mhall@families-forward.org. No phone calls please.

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

| Basic Duties | O | F | C |
|--|----------|----------|----------|
| Drive car | O | | |
| Operate forklift | | | |
| Ride in car | O | | |
| Travel | O | | |
| Use telephone | | F | |
| Type or use PC equipment | | | C |
| Sit at desk | | | C |
| Noise Level | | | |
| 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.) | | | |
| Work Environment | | | |
| 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 | | | |
| Other: | | | |

| Basic Functions | O | F | C |
|--|----------|----------|----------|
| 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 | | | |
| Special Vision Requirement | | | |
| 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 |
| Lifting/Carrying | | | |
| Up to 25 lbs. | O | | |
| Up to 50 lbs. | | | |
| Up to 100 lbs. | | | |
| More than 100 lbs. | | | |
| Working Hours | | | |
| Physical presence during work hours | | F | |
| Weekends | O | | |
| Overtime | O | | |

Manager's Approval

Date

Human Resource's Approval

Date