

# FAMILIES FORWARD

DIGNITY • EMPOWERMENT • HOPE

**Job Title: Grants and Communications Manager**

**Reports to: Director of Communications and Data Management**

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

**Experience Requirement: Minimum of 3 years in profit or non-profit work environment with writing, data analysis and reporting experience**

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## **Job Summary:**

The Grants and Communications Manager is primarily responsible for securing and managing private and public grant funding to meet Families Forward's annual budget and contributing to the agency's overall communications efforts, including newsletters and other external communication vehicles. As a member of the Communications and Data Management Team, the Grants and Communications Manager shares responsibility for understanding, communicating and positioning of the overall performance measures for the agency's services and achievements.

## **Essential Job Duties:**

### **Grants Management (85% of time spent):**

- Develop timeline and strategy to secure grant funding for all programs, with input from Executive Director, Controller and Director of Programs.
- Research potential grantors, using online and One OC databases.
- Initiate and maintain productive, positive relationships with potential grantors and grantor partnerships.
- Research, write and submit grant proposals, meeting all grant submission deadlines.
- Ensure all follow-up reports are submitted to grantors as required
- Work directly with Data Quality Manager to anticipate and define reporting needs across the organization for external reporting and internal performance measures.
- Develop all background materials needed for grant submissions including county statistics on families, poverty, homelessness and housing as well as budget, financial reports, sources of funding information.
- Develop annual grant budget, track grant performance and forecast grant income on a fiscal year basis.
- Report grant funding status to the Fund Development Committee of the Board and Management Team.

### **Marketing and Communications Programs (10% of time spent):**

- Participate in the development and implementation of marketing strategies for the agency to increase awareness and engagement.
- Identify ongoing collateral needs and contribute to their creation.
- As assigned, coordinate the writing and production of brochures, newsletters, annual report, web updates, invitations, special event programs and other constituency communications.
- Assist the Communications team with social media and public relations outreach including writing press releases and social media posts.

### **Other Duties as Assigned (5% of time spent):**

- Attend all staff and fund development meetings.
- Assist with other special projects as assigned.

## **Additional Qualifications:**

- Maintain valid California Driver License and State Mandated Auto Insurance.

Please send a resume to Elizabeth Childs at [echilds@families-forward.org](mailto:echilds@families-forward.org)

**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.

<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