

FAMILIES FORWARD

DIGNITY • EMPOWERMENT • HOPE

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

Supervises: Grant Coordinator

Essential Job Duties:

Grants Management (60% of time):

- Develop and manage comprehensive grant plan to support annual funding needs with input from CEO, Chief Advancement Officer, Chief Program Office and Controller.
- 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 basis and consistent basis
- Identify and research grant funding opportunities to grow grant revenue.
- Supervise, mentor and support Grant Coordinator(s).
- Proof/edit work and provide constructive feedback to Grant Coordinator(s) and Grant Consultants
- 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.
- Work with Grant Coordinator to develop background materials needed for grant submissions including current statistics related to family homelessness, budgets, and sources of leveraged funding.
- Assist in the development of annual grant budget and forecast grant funding.
- Track and report on status of grant applications, funding, reports and stewardship.
- Host site visits, tours and presentations with current and potential funders.

Communications – (30% of time):

- Collaborate with Fund Development team and marketing/PR consultants to create brand-consistent narrative and boilerplate language to be used in internal and external communications
- Create copy for newsletters, website, annual report, direct mail, special events and other fundraising and marketing materials
- Help develop and implement annual Communications Plan
- Proof, edit and provide copywriting support as needed to marketing/PR consultants
Develop bank of client testimonials and stories for use in fundraising, marketing and PR activities

Other responsibilities – (10% of time):

- Assist with events, marketing, and public relations activities
- Attend Staff meetings, Fund Development meetings and other meetings as needed
- Coordinate as necessary with Board and Board Committees
- Assist with other special projects as assigned

Job Qualifications:

- Demonstrated success in identifying, securing and managing government, corporate and foundation 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

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 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