

FAMILIES FORWARD

Job Title: Grants & Foundation Relations Manager

Reports to: Chief Advancement Officer

Education Requirement: Bachelor's degree

Experience Requirement: Minimum of 3 years of grant writing experience, preferably with a nonprofit organization

Position is: Exempt, Full-time

Pay Rate: \$75,000-85,000 per year, depending on experience

For over 40 years, Families Forward has been working to prevent and end family homelessness by providing access to housing and resources that create lasting stability. What started out in 1984 as a humble effort to house families experiencing homelessness in two farmhouses and five rented apartments, has since grown into one of Orange County's most impactful nonprofit organizations. From providing food assistance, career coaching, mental health counseling, to financial literacy education, we're as committed to strengthening overall well-being as we are to ensuring every family has a home and the opportunity to thrive.

Job Summary:

The Grants & Foundation Relations Manager is responsible for identifying, securing, and managing community, corporate, and family foundation grant funding to support the annual funding needs for Families Forward. This position plays a critical role in building strong foundation relationships and stewarding current and prospective funders. The Grants & Foundation Relations Manager develops strategies to build corporate and foundation partnerships that grow grant revenue and ensure a pipeline of consistent funding for the organization. Additionally, this role contributes to the organization's fundraising and marketing efforts through the creation of persuasive narrative and storytelling.

The ideal candidate will have a proven track record of success in grant writing and management, demonstrating an ability to secure funding from a variety of sources. The candidate will be highly organized, detail-oriented, and capable of managing multiple projects simultaneously in a fast-paced environment. They will have excellent communication and interpersonal skills, enabling them to build and nurture relationships with foundations, partners, and stakeholders. The candidate will be adept at identifying funding opportunities and aligning them with the organization's mission and goals. Moreover, the candidate will have a passion for Families Forward's mission and a deep understanding of the challenges faced by families experiencing homelessness. Their ability to craft compelling narratives and reports will inspire donors and foster a culture of philanthropy. Experience in the nonprofit sector, particularly in housing and family services, will be highly advantageous.

Essential Job Duties:

Grants Management (70% of time):

- Create and lead a comprehensive annual grant plan to support annual funding needs in collaboration with the Chief Advancement Officer.
- Write grant LOIs, proposals and reports, meeting all submission guidelines and deadlines.
- Identify and research grant opportunities to create robust grant pipeline.
- Collaborate with Program and Data teams to identify grant objectives and measurable outcomes.
- Work with Program, Data, and Grant Compliance teams to define reporting needs and performance measures to ensure compliance with funder guidelines and deadlines.
- Create and update brand-consistent narrative and templates.
- Develop and regularly update background materials needed for grant submissions and reporting including statistics related to family homelessness, budgets, sources of leveraged funding, etc.
- Assist in the development of annual grant budget and forecast grant funding.

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- Track and report on status of grant applications, funding awards, reports, and stewardship.
- Maintain grant records and document all grant activities/outcomes in fundraising database.
- Develop bank of client testimonials and stories for use in grants, fundraising, and marketing materials.
- Supervise and manage workflow of Grant Consultant when in use.
- Assist with other writing assignments as needed including case statements, thank you letters, award nominations, appeal letters, and other fundraising materials.

Foundation Relations (20% of time):

- Initiate and cultivate productive, positive relationships with foundation partners.
- Acknowledge and steward grant awards on a timely and consistent basis.
- Develop and implement Foundation Stewardship Plan.
- Develop and implement strategic cultivation plans for volunteer groups to identify potential funding partners or deepen engagement with existing partners.
- Identify and research grant funding opportunities to grow grant revenue.
- Host site visits, tours, and presentations with current and potential funders.
- Respond to foundation requests for information and materials.
- Maintain Families Forward's profile on GuideStar/Candid, Charity Navigator, and other nonprofit portals.
- Represent Families Forward at funder meetings and networking events, conduct community presentations, and participate in outreach events.

Other responsibilities (10% of time):

- Assist with fundraising, special events, volunteer events, marketing, and public relations activities.
- Attend staff meetings, Fund Development meetings, and other meetings as needed.
- Assist with other special projects as assigned.

Job Qualifications:

- Demonstrated success in identifying, securing, and managing community, corporate, and family 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, Blackbaud Raiser's Edge/NXT experience a plus
- Bachelor's degree required
- Minimum of 3 years of grant writing experience, preferably with a nonprofit organization
- 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

Benefits:

- Families Forward is committed to offering competitive compensation, full benefits, and professional development opportunities for our employees. Our benefits package includes medical, dental, and vision; flexible spending account; life insurance; 403B retirement plan; generous time off including paid holidays, vacation, sick time; phone or phone stipend; and a variety of other benefits to support our employees.

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 Jennifer Press at jpress@families-forward.org – No phone calls please.