



Grants Manager

Become a Part of the Child Advocates of Silicon Valley Team

Child Advocates works to ensure every foster child in Silicon Valley, who has been abused, neglected and/or abandoned, has the nurturing support and resources needed to thrive. We are looking for people who put children first. People whose compassion leads to hard work and impact. At Child Advocates, it's about each person bringing skills and passion - their best - so that we can be there for every foster child.

About the Role

We're looking for a Grant Manager to join the development team, which is responsible for raising funds for the organization. Funding provides foster children with comprehensive trauma informed services, delivered by recruited, trained and supported Court Appointed Special Advocate (CASA) Volunteers. This role will work to build funder relationships with foundations and community organizations. They will write grant LOI's, proposals and reports. They will also work closely with staff across the organization to develop funding proposals and ensure that deliverables are being met. We want someone who is passionate about children's services, specifically foster youth, and someone with a great working knowledge of funders in the Silicon Valley.

How You'll Have an Impact

The applicant hired as our Grant Manager will be responsible for:

- Raising approximately \$750,000 in corporate, community, and foundation grant revenue. Manage approximately \$1.4 Million in government contracts and grants.
- Developing and building relationships with grant funders. Including but not limited to; initiating update meetings, managing site visits, sending updates via phone calls and emails, and outreaching to new foundations to develop relationships.
- Communicating organizational goals and accomplishments to grant funders via concise grant proposals, case statements, LOI'S and reports written with the funders objectives in mind.
- Creating grant proposal budgets.
- Communicating grant deliverables and timelines to staff executing the grant. Maintaining consistent and clear communication including holding regular meetings, updating spreadsheets, and sharing other collaboration tools with stakeholders across the organization.
- Tracking grant reporting deadlines and working with leadership and staff to ensure metrics will be met.
- Working collaboratively with staff across the organization to identify new funding opportunities and programmatic offerings based on funding opportunities.
- Working with a contract grant writer to quickly frame and deliver compelling proposals that meet the needs of our organization.
- Advising senior leadership on trends in grant making and recommending strategies to secure funding for the organization.

Agency Support

- Supporting agency projects, events and activities, as requested.

- Completing all other duties as assigned.

What We're Looking For

Experience

- A minimum of five years of experience crafting complex funding proposals in a clear and compelling manner and a successful history of grants \$25,000 and higher funded.
- Demonstrated ability to cultivate new relationships with funders, solicit funders and secure funding.
- Demonstrated ability to seek and synthesize information and communicate it in a compelling and succinct form.
- Demonstrated experience creating grant proposal budgets.
- Able to monitor and meet revenue goals and produce final reports for funded grants.
- Demonstrated ability to manage a variety of active grants and track reporting timelines, deliverables and grant details.
- Demonstrated creativity in project definition and problem solving.
- Demonstrated ability to learn and adjust to new circumstances including an ability to think quickly, pivot when needed, and see the big picture.
- History of strong customer service skills.
- A high level of computer literacy is required. Proficiency in Microsoft Office, Google and CRM databases. Ability to learn new systems as needed.
- Cultural competencies in the areas of foster youth, the Latinx community and the LGBTQ+ community are a plus.

Skills

- Writing Skills
 - Excellent writing, analytical and research skills are essential.
 - Strong written communication skills. Including story telling, succinct and compelling language, communicating outcomes, and strong grammar.
- Communication Skills
 - Ability to appropriately represent Child Advocates as a public spokesperson.
 - Excellent internal and external communication skills. Promote a collegial atmosphere within the development department, working cooperatively with other team members to help them and the department attain their overall financial and advancement goals.
- Organization Skills
 - Detailed organizational skills. This includes but is not limited to the ability to create and maintain shared work plans, task lists, working documents and maintain virtual file storage.
 - Candidates must be self-motivated, detail oriented, highly-organized and have experience using technology to work collaboratively.
- Research Skills
 - Familiarity with online databases like the Foundation Directory Online and other sources to locate biographical, financial and philanthropic information.
- General Skills
 - Presents a positive and solution oriented approach to work.
 - Performs tasks under minimal supervision.

- Demonstrates good judgment and discretion.
- Demonstrates strong commitment to accuracy and detail.
- Deadline driven and able to manage multiple competing priorities.
- Commitment to the mission of Child Advocates and desire to be an engaged member of the development team.

Important Details

Supervisor: Director of Development

Status: Full time - Hybrid (remote and in-office) - Exempt

Location: Milpitas, California

Salary: \$75,000-\$83,000 annually

Benefits: Full medical, dental, vision coverage for the employee; holidays; and paid time off (PTO).

Applicants must be able to work a variety of hours, including some evenings and weekends.

Applicants must have the ability to secure transportation to attend offsite meetings, and conduct other work related business.

Applicants must be able to successfully pass FBI, DOJ, CACI, DMV background checks.

How to Apply

Send your resume to michellerg333@gmail.com. No phone calls, please.

Equal Employment Opportunity Statement

Child Advocates is committed to employing a diverse workforce. Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status or disability.