



Grants & Contracts 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 Grants & Contracts Manager to join the development team, which is responsible for raising funds for the organization. Funding provides foster children with comprehensive trauma responsive 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, manage the entirety of each grant's cycle, and act as a liaison between funders and the agency regarding grants contracts, due diligence, processing, and compliance. The Grants & Contracts Manager also collaborates with program management on data oversight and related outcomes. As a key spokesperson, communicating the mission and needs of the organization is required. Participation in all agency events is also required. The right person to fill this role is a self starter who loves working in a mission driven team! They have strong technical, grants, and administrative skill sets, are passionate about children's services, specifically foster youth, and have a great working knowledge of funders in the Silicon Valley.

How You'll Have an Impact

The applicant hired as our Grants & Contracts Manager will be responsible for:

- Raising approximately \$1.4 Million in corporate, community, and foundation grant revenue. Manage approximately \$2 Million in government contracts and grants.
- Developing and building relationships with grant funders. i.e. initiating update meetings, managing site visits, sending updates via phone calls and emails, and conducting outreach 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.
- Serve as a liaison between our organization and local governmental / city agencies
- Maintaining tools and schedules which ensures accurate and timely submission of proposals reports, and letters of interest
- Communicating grant deliverables and timelines to staff executing the grant. Maintaining consistent and clear communication including holding regular meetings, updating spreadsheets, and creating and sharing other collaboration tools with stakeholders across the organization.

- Reviewing and synthesizing information of complex available RFP's / RFA's / NOFA's, creating concise summaries, and communicating it to executive leadership and additional stakeholders in the agency
- Tracking grant reporting deadlines efficiently and working with leadership and staff to ensure metrics will be met on time.
- Working collaboratively with staff across the organization to identify new funding opportunities and programmatic offerings based on funding opportunities.
- Managing the 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.
- Identify, research, and solicit potential new sources of funding in accordance with programmatic policies, procedures, and offerings
- Discussing, drafting, reviewing and negotiating the terms of grants contracts.
- Aligning budgets and timescales with new and existing funders
- Managing reporting schedules and grant budgets within the frame of contracts
- Effectively supporting grants and contracts assessments according to funder needs and agency offerings
- **Agency Support / Program Evaluation**
- Collaborate with staff, including the Advocacy Operations Manager and Learning and DEI Manager to ensure efficient and effective processes for data collection.
- Assist program management with effective communication of data with both internal and external partners.
- Work with the Program Director to monitor outcomes and incorporate this information into program planning.
- 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 procurement \$50,000 and higher funded.
- At least 4 years of experience of demonstrated ability to manage a variety of active grants and track reporting timelines, deliverables and grant details, including monitoring and meeting revenue goals and producing final reports for funded grants.
- 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.
- 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 storytelling, 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.
 - Knowledge of statistical relationships, and ability to articulate metrics verbally, in writing, and with charts and graphs.
- 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.
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- General Skills
 - Knowledge of systemic, societal issues relating to foster children, BIPOC youth, LGBTQIA+ youth and young adults, the unhoused; and the ability to articulate these issues verbally and written.
 - 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.

Competencies

- Dependability: able to work independently, submit accurate documentation, and seek guidance when needed
- Teamwork: establish collaborative relationships with staff and volunteers, provide leadership when appropriate

- Receptive: accept feedback, take ownership of responsibilities, and identify areas of growth
- Interpersonal Skills: communicate clearly, seek solutions, and demonstrate flexibility
- Integrity: keep sensitive information confidential and adhere to personnel policies
- Initiative: bring questions to supervisor and seek opportunities for further development
- Maintain current knowledge base by participating in educational or training opportunities, reading relevant publications, and maintaining professional networks

Important Details

Supervisor: Director of Development

Status: Full time - Hybrid (2 day remote and 3 days in-office) - Exempt

Location: Milpitas, California

Salary: \$78,000-\$85,000 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 development@childadvocatessv.org - 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.