



Grants Manager San Francisco Bay Area, California Job Description

Posted Date: February 27, 2023

About There With Care

There With Care is a nonprofit organization dedicated to providing a wide range of meaningful and fundamental services to families and children during the critical phase of a medical crisis. Families with a child who has a critical illness are referred by medical social workers from local hospitals. There With Care builds support around families through a community of people and a network of services. Each family's services are individualized to ease the challenges of life's day-to-day obligations with compassion and care. There With Care was founded in 2005 and has locations in Colorado, California and Tennessee.

The Role

Philanthropic foundations and other granting organizations are a strategic part of There With Care's community that helps us provide support to our families. The Grants Manager is a key member of the Development Team and reports to the Director of Development. This position is responsible for managing and growing the grants program. This includes identifying and researching potential funders, writing proposals, completing grant reporting, and engaging/cultivating relationships with granting organizations. The Grants Manager serves as the primary grant writer, manages funder relationships, and cultivates partnerships for corporations and foundations. This position requires strong writing, data analysis, program budgeting, and project management skills.

The Important Work You'll Do

- Collaborate with Director of Development and Executive Director to create annual grant plan in alignment with goals of There With Care's development plan.
- Lead grant proposal development and submission, including preparing and organizing materials and monitoring grant applications.
- Expresses a thoughtful 'thank you' to all There With Care granting organizations.
- Ensure acknowledgment of funders via website, e-newsletter, and social media.
- Manage master calendar of grants and prospects and all associated files and correspondence.
- Maintain library of grant support documents including budgets, contributors, bios, IRS forms, board/staff diversity lists. Assemble all necessary supporting materials and documents including budget reports, outcome measurements, success stories. Maintain grant compliance and reporting, including outcome measurement and grant budgets.
- Track progress toward organizational and programmatic outcomes and goals.
- Maintain and build relationships with funders and other strategic partners.
- Meet with funders to explore funding opportunities and fulfill site visit requirements.
- Research new funding and business development opportunities.
- When necessary, assist with additional unforeseen tasks pertaining to grant management that arise and help the overall support There With Care's mission.

Qualities That Support Success In This Role

- Desire to be part of something bigger. Our mission inspires you. The idea of helping families and engaging the community to participate through your skills motivates you.
- Desire to understand the details of every aspect of the organization and are not afraid to ask for clarity when needed.
- Comfortable representing and connecting with the There With Care community.
- Confident developing an annual grant strategy with careful planning in order to secure needed funding.
- Grant writing experience with a proven track record of achieving revenue targets.
- Strong writing, analytical, and research skills are essential.
- Excellent storyteller - verbal and written - who can educate larger community about There With Care's mission and values.
- Strong organizational skills and ability to manage large amount of details that accompany grant writing.
- Ability to cultivate and nurture relationships with current and potential granting organizations.
- High degree of attention to detail with high value on accuracy.
- Good listener who approaches position with compassion and care and is non-judgmental.

Strongly Desired Experience

- BA or BS degree and/or 2 years of grant writing, nonprofit, or equivalent experience.
- Program/project management experience, preferably in Development.
- 1+ years of database management, Salesforce preferred.
- Experience using online databases and other sources to locate biographical, financial, and philanthropic information, familiarity with Foundation Center databases a plus.
- Strong computer skills and ability to use technology effectively. Experience and proficiency with Microsoft Office suite, Adobe Acrobat and Dropbox.

Compensation: Salary range \$28-\$31 per hour depending on experience.

Benefits: Vacation, Sick Leave and Paid Holidays.

Hours of work: This is a part-time, non-exempt position. 20 hours per week.

Locations: Can be remote, with travel to Redwood City office.

Criminal Background Check: This position requires a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

COVID-19: There With Care requires all employees to be vaccinated against the COVID-19 virus. There With Care will consider requests for exceptions to this policy when necessary to provide reasonable accommodation for an employee or applicant's disability or sincerely held religious belief or practice.

How to Apply: Submit a cover letter and resume to Michelle Mascher, Director of Development, michelle.mascher@therewithcare.org. Applications accepted on a rolling basis until position is filled.

There With Care is an Equal Opportunity Employer

There With Care embraces diversity and is committed to creating a respectful and inclusive environment for all individuals. As a policy, There With Care does not discriminate based on race, color, religion, gender expression, economic status or national origin. There With Care is a community of people who care about all people, and that care includes people of color. Care for others runs through the fabric of There With Care and is a part of everything we do. As an organization, we are dedicated to being better listeners and to act on what we learn. We commit to finding ways to be more inclusive by strengthening our practice of equality for all, including those in need, regardless of race, color, religion, gender expression, economic status or national origin.