



**COMMUNITY RESOURCE CENTER
JOB DESCRIPTION**

POSITION:	Grants Manager	REPORTS TO:	Executive Director or Development Director
		FLSA:	Exempt
JOB DESC. #:	GM	SALARY:	
GENERAL DESCRIPTION:	<p>The Grants Manager will research and identify grant funding opportunities from government foundation and corporate sources that align with CRC's program goals and mission, and develop and write grant applications for the opportunities that CRC's senior leadership team decides to pursue.</p> <p>The Grants Manager will facilitate the cross-functional alignment of CRC's Programs, Operations and Finance teams in order to create program descriptions, collect data, develop budgets and assure organizational readiness with respect to all grant applications and submissions.</p> <p>The Grants Manager must be able to communicate effectively with a wide range of executives, financial staff, subject-matter experts, and government and foundation representatives; be highly organized and detail-oriented; and, be able to prioritize and plan effectively and while responding to the needs of a fast-paced, dynamic environment.</p>		
ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none"> • Understanding of CRC's model, program offerings, structure, and culture • Research, write and project manage private foundation, corporate and government LOIs, proposals, reports and renewals • Create a larger strategy for grants (focus area, targeted funders) • Maintain Grant Hub database with appropriate calendar, deadlines, materials and up-to-date information around donor research, communications, deadlines, and reporting requirements • Identify opportunities to expand and enhance CRC's long-term funding prospects • Work across CRC departments to develop internally and externally distributed materials (including annual reports, case studies, participant profiles, etc.), including budget projections for accounting • Represent the agency at county, municipal and community based meetings as needed • Other duties as assigned by the Interim Executive Director or Development Director 		
KNOWLEDGE and SKILLS:	<ul style="list-style-type: none"> • Nonprofit management and funding acquisition practices • Principles and best practices of grant development and administration • Principles and best practices of grant reporting • Ability to produce and understand grant budgets • Excellent writing, proofreading and editing skills • Effective oral communication skills • Experience working with public and private funding sources • Attention to detail and developed organizational skills • Can synthesize and present complex information in a clear & concise manner • Ability to manage multiple deadlines among multiple departments and external agencies • Proficiency in Microsoft Office programs, standard-in-field grant research tools and databases, and donor database software 		

EDUCATION & EXPERIENCE :	<p>Education:</p> <ul style="list-style-type: none"> • Master's Degree (or equivalent experience) in a graduate academic program that requires excellent research and writing skills (e.g., English, economics, history, journalism or political science). <p>Experience:</p> <ul style="list-style-type: none"> • Researching and writing federal, state and local government, corporate and foundation grant proposals • Preferred three- to five-years in-depth experience in government grant writing; proposal writing with a nonprofit, or serving in a critical role to support those activities • Experience locating foundation and government sources of funding, responding to requirements and successfully securing multi-year government grants and private foundation grants.
PHYSICAL LIMITATIONS:	<p>May require:</p> <ul style="list-style-type: none"> • Sitting long periods of time • Repetitive finger, hand, & wrist motion • Staring at a computer screen long periods of time • Other physical requirements involve walking, stair climbing throughout a regular workday • Good Vision and Hearing
HOW TO APPLY:	Please email your cover sheet and resume to hr@crncc.org or fax to 760-753-0252

<p>I can perform the following job duties:</p> <p><input type="checkbox"/> without accommodation</p> <p><input type="checkbox"/> with accommodation. If so, please specify:</p>		
<p>This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.</p>	<p>MISSION <i>Creating paths to Safety, Stability, and Self Sufficiency</i></p>	
Signature		Date
Print Name		
<p style="text-align: center;">FILING APPLICATIONS</p> <p>Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment.</p>		
<p>POSITIONS REQUIRING DEGREE/ CREDENTIAL</p> <p>Where required, an official transcript from an accredited college or university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.</p>	<p>INTRODUCTORY PERIOD</p> <p>All positions have an initial introductory period of 60 days.</p>	
BENEFITS	CITIZENSHIP/IMMIGRATION STATUS	

Vacation; sick leave; 10 holidays; medical; dental; life insurance, IRA. Benefit eligibility is the 60th day from the date of hire.

In accordance with the Immigration Reform and Control Act of 1986, Community Resource Center hires only U.S. citizens and others lawfully authorized to work in the U.S.