



# Alzheimer's LOS ANGELES

## POSITION ANNOUNCEMENT

**Position:** Director, Contracts and Grants

**Status:** Full time, Regular

**Location:** Hybrid Work Schedule

**Pay:** \$110,000 annually

### Position Overview:

Join Alzheimer's Los Angeles as the Director of Contracts and Grants, and make a meaningful impact on families facing Alzheimer's and dementia.

The Director Contracts and Grants is vital to the organization, directly reporting to the Executive Vice President initially and then then Chief Philanthropy Officer. The Director has a range of essential responsibilities including researching new grant opportunities from foundations and government sources, cultivating funders, writing LOIs, proposals, required status reports, and collateral materials, maintaining contacts and relationships with current and lapsed donors, and managing the overall process of tracking and monitoring proposals.

If you have solid grant writing and grants management experience, we'd love to hear from you. We offer a supportive, hybrid work environment with the flexibility of mostly remote work.

### About Us:

Alzheimer's Los Angeles has been in service for 40 years in the LA community. Our mission to improve the lives of families affected by Alzheimer's and dementia by increasing awareness, delivering effective programs and services, providing compassionate support and advocating for quality care and a cure.

### Essential Job Functions:

- Create tailored proposals following specific guidelines. These proposals include program budgets, timelines, goals, objectives, outcomes, and evaluation methods
- Work with leadership and program staff to develop and implement a clear plan for pursuing grants that align with the organization's goals, mission, and financial objectives

- Identify, research and cultivate prospective foundation and government sources including preparing Letters of Intent to determine interest, giving guidelines, and timetables.
- Cultivate and build relationships with current foundation and government funding program officers and identify program officers at potential funding sources.
- Communicate organizational/mission-related needs to foundation and government program officers.
- Collaborate with appropriate staff to produce and deliver timely and accurate reports while monitoring and managing the submission of grant reports and adherence to related deadlines.
- Consult with program staff on evaluations for inclusion in grant applications.
- Ensure all applications are appropriately reviewed by program, finance, and marketing staff.
- Supervise the Senior Manager of Contracts and Grants to ensure effective completion job responsibilities, including but not limited to prompt progress reporting, maintaining an updated report of prospects and timelines for applications, researching prospects, and reviewing all applications prior to submission.
- Maintain close communications with program officers to provide them with any requested information.
- Upon receipt of funding, work with the Senior Manager of Contracts and Grants to notify finance and program staff of any grant requirements, communications expectations, and reports required by funders.
- Review reports to funders prior to submission to ensure correct grammar, formatting and alignment of content with funders' expectations and requirements.

### **Qualifications, Skills, and Experience Required**

- Bachelor's degree in a relevant field with a master's degree preferred
- Minimum 5 years of experience overseeing the entire grant lifecycle, including identification of funding opportunities, proposal development, grant administration, and reporting
- Familiarity with various funding sources for nonprofit organizations including public and private foundations, corporations, and government funding
- Proficiency in creating and maintaining comprehensive reports with accuracy, completeness, and timeliness
- In-depth knowledge of grant-making principles, practices, and regulations
- Familiarity with diverse funding sources and application processes
- Demonstrated project management expertise including budgeting and financial oversight
- Proficient in grant writing and in creating persuasive proposals, detailed budgets, and comprehensive report with meticulous attention to detail

- Exhibits exceptional communication and relationship building skills, is self-sufficient, and manages tasks independently
- Possesses robust writing and research skills
- Proven track record writing grant proposals and securing grant funding
- Ability to research, synthesize and present data for grant proposals
- Excellent organizational skills
- Ability to communicate effectively in person, in writing, and verbally to a variety of audiences
- Computer and Microsoft Office proficiency
- Ability to work with diverse volunteers and staff
- Committed to fulfilling mission of Alzheimer's Los Angeles
- High professional ethical standards, integrity, diplomacy and initiative
- While this position is mostly remote, it does require working in person in/around the Los Angeles County area.

### **Preferred Skills and Experience**

- Current knowledge of dementia care and family caregiving issues
- Knowledge of program development, budget planning and evaluation
- Familiarity with foundations and government entities that support nonprofits in the Los Angeles area

To apply: Submit your application through our [Careers Page](#)

Alzheimer's Los Angeles offers the following benefits:

- Health insurance
- Dental and vision insurance
- 403(b)
- 403(b) matching
- Employee assistance program
- Flexible spending account
- Generous vacation and sick time off
- 15 paid holidays, plus 3 half days
- 3 personal days per year
- Professional development assistance

*We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance (FCIHO).*

*We are committed to creating a diverse and inclusive workplace. All qualified*

*applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, creed, age, disability, sex, gender, gender identity, gender expression, sexual orientation, medical condition, genetic information, marital status, military and veteran status, or any other characteristic protected by law.*