



JOB OPPORTUNITY

Santa Maria | Santa Barbara | Oxnard | Lompoc

Grants Manager, FT Job Description

BRIEF HISTORY

Future Leaders of America (FLA) began in 1982 as a grassroots response to the lack of Latino role models in Oxnard, California. For 40 years, FLA has provided over 9,700 low-income Latino youth and their families with personal development, leadership development, educational experiences, and civic engagement opportunities in Ventura and Santa Barbara Counties.

FLA's MISSION

FLA develops youth resiliency and leadership to create long-lasting systemic change by empowering and mobilizing youth leaders to advocate for policies that improve their lives and the lives of their peers and their communities.

FLA's TARGET POPULATION

FLA is a community and critical resource dedicated to enhancing the cultural, educational, and civic experiences of Latino youth on the Central Coast. At FLA, we believe that young people shouldn't have to wait to lead—especially when they're already showing up with urgency, clarity, and convictions. That's why we build and support peer-powered, community-rooted spaces where Latino youth organize, advocate, and shape the systems that shape their lives. Because when youth don't just find their voice, but know how to use it, our communities grow stronger, more just, and more reflective of the people who hold them together.

POSITION OVERVIEW

FLA seeks a full-time Grant Manager to support our \$2M+ grants portfolio by researching, preparing, writing, and managing government and foundation grant proposals and reports. Reporting to the Director of Development, the Grant Manager will also coordinate the grants calendar, ensuring timely submissions, compliance with funder requirements, and accurate tracking of proposals and reports. The ideal candidate will be a skilled storyteller who can translate FLA's impact into compelling narratives that resonate with funders. This role requires the ability to weave youth stories, leadership outcomes, and community impact into persuasive grant applications while ensuring all proposals are accurate, timely, and aligned with FLA's mission. The Grant Manager will work collaboratively across departments to gather program insights and highlight the voices of youth, families, and communities we serve.

ESSENTIAL DUTIES

Grant Writing & Management

- Research, prepare, and submit competitive grant proposals to government agencies, foundations, and corporations.
- Review funding opportunity guidelines (NOFOs/RFPs) and ensure proposals meet all requirements.
- Write, edit, and prepare supporting materials, including budgets, MOUs, letters of support, and data tables.
- Work with staff to design innovative, funder-aligned program proposals that reflect FLA's principles and growth strategy.
- Support program staff with grant reports, ensuring clarity, accuracy, and timeliness.
- Maintain compliance with all funder guidelines, including data collection and reporting.

Grants Coordination

- Maintain an annual grants calendar, including deadlines for proposals, reports, renewals, and funder check-ins.
- Track and report on the status of submitted proposals, pending requests, and awarded grants.
- Coordinate internal review and approval of all proposals and reports.

- Provide regular updates to the Director of Development, Executive Team, and Board on grant activity.

Funder Relations

- Participate in virtual and in-person funder meetings as needed.
- Prepare presentations and briefing materials for funder meetings in support of proposals and stewardship.
- Develop and nurture relationships with funder contacts, responding to requests and proactively sharing program updates.
- Follow up on declined proposals to obtain feedback and strengthen future submissions.

Cross–Team Collaboration

- Work collaboratively with program and finance staff to gather program data, outcomes, and budget information.
- Support special projects and fundraising initiatives as assigned.
- Contribute to FLA's overall development strategy by identifying new grant opportunities and sharing funding trends with the team.

JOB REQUIREMENTS/QUALIFICATIONS

- Bachelor's degree in English, Communications, Public Policy, Nonprofit Management, or related field, or equivalent experience.
- At least 2-3 years of successful grant writing experience with proven success securing funding from government and private foundations.
- Strong writing and editing skills, with the ability to synthesize program data into compelling proposals.
- Knowledge of nonprofit fundraising practices, including grants management and compliance.
- Experience working in online funding portals.
- Highly organized, detail-oriented, and able to manage multiple deadlines simultaneously.
- Strong project management and collaboration skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and Adobe Acrobat.
- Bilingual (English/Spanish) preferred.
- Commitment to FLA's mission and values, with cultural competency in working with Latinx, immigrant, and first-generation communities.

SCHEDULES

Our work schedules vary, primarily according to our programming schedule. Weekly work schedules are typically planned by you and your supervisor(s) up to a week in advance. Because we are a youth-led and serving organization, most of our programming occurs after school/work hours. It is important that you understand and anticipate that your schedules will vary and will occasionally include working weekends.

AT-WILL EMPLOYMENT

It is important to note that employment with FLA is based on mutual consent and is considered employment-at-will. Accordingly, either you or FLA - with or without cause or advance notice - can terminate the employment relationship, at any time. Future Leaders of America, Inc. also has the right to change the terms and conditions of your employment with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

OTHER REQUIREMENTS

Staff are expected to participate in fundraising events, including but not limited to Latino Legacy Awards, Alumni Reencuentro, meet and greets, and annual posadas. Staff should also have a valid driver's license with insurance and dependable access to a car to drive for work. A background and driver's check is required prior to employment. All staff are expected to follow FLA's Code of Excellence in all responsibilities and interactions.

REPORTS TO: Director of Development

STATUS: FULL-TIME, EXEMPT

COMPENSATION:

\$67,635 Annual Salary

- 3.5% base salary annual increase in January 2026
- FLA offers a benefits package for our full-time employees, including:
 - Full medical, dental, and vision insurance (plus 75% coverage for your spouse or child)
 - Aflac Supplemental Benefits
 - 401 (k) Retirement Plan with a 2% match of annual compensation.
 - Paid vacation (two weeks per year) and sick time
 - 11 paid holidays
- Ongoing professional training in major gifts solicitation
- A commitment to work-life balance and a fun, self-driven working environment

To apply, please email a cover letter and resume to jobs@futureleadersnow.org. Subject: Grants Manager. The position will be open until filled.

Future Leaders of America, Inc. has a deep commitment to fostering equal opportunity in employment and encourages applications from individuals of diverse racial, ethnic, and cultural backgrounds and represents all genders, ages, beliefs, and identities.