Private Grants Officer

The Child & Family Service (CFS) Private Grants Officer is responsible for contributing to the organization’s sustainability, strategy, and initiatives by working with senior and executive leadership to maintain current private grants as well as identify and secure new private grants.

This role will work to

- Develop a pipeline of grant opportunities through funder prospecting and cultivation
- Create effective resource development processes (e.g., prospecting, vetting, program office engagement, proposal development, award announcements, stewardship, and reporting)
- Oversee the entire private grants process, including tracking systems, reporting (internal and to funders), and proposal development
- Ensure budgets align with funder requirements and organizational needs
- Control recordkeeping, vetting, and go/no go decisions processes

The Private Grants Officer convenes and oversees a team of grant writers, editors, quality assurance reviewers, and other departmental leads to plan, develop, produce, and submit high quality and timely grants and reports. Additionally, the Private Grants Officer coordinates with funders, program leadership, and appropriate administrative departments to ensure grant funds are expended within funder requirements and deadlines. This requires a high level of communication, coordination, and organizational skills to manage multiple grants simultaneously.

A successful candidate will have strong leadership, organizational, and decision-making skills; exceptional writing & communication skills; and is able to succeed in a fast-paced, dynamic environment. Weekend and evening work may be required to ensure key deadlines are met and other related duties may be assigned as necessary.

This position reports to both the Chief Advancement Officer and Chief Program Officer and works closely with both the Office of Advancement and Program teams.

The Private Grants Officer must reside in Hawai‘i. A hybrid work schedule is possible and some in office work will be required.

Essential duties

This is not intended to be an exhaustive statement of duties, responsibilities, or requirements. Other job-related duties may be assigned.

- Leads the grant team through collaborative partnerships with grant writers and proposal team
- Contributes to org sustainability strategy and initiatives
- Tracks funding opportunities and distributes to appropriate internal teams
• Develops a pipeline of grant opportunities through funder contacts and prospecting
• Works with senior and executive level leadership to secure new private funding opportunities
• Develops and continuously refines an effective resource development process (contacts, prospecting, program officer contact, vetting, proposal development, award, stewardship, and reporting)
• Produces/distributes grant requirements summaries for all awards
• Participates in development of annual revenue targets and KPIs
• Controls proposal recordkeeping, inclusive of maintaining monthly, quarterly, and annual reports, letters, accounts, minutes related to proposals and grants in Central Files (electronically/hard copy if necessary)
• Summarizes grant opportunities for exec team “go or no-go” decision, develops RFP outlines, edits proposals
• Ensures grant team meets established deadlines for each phase of the grant vetting, writing process, and reporting processes
• Plans and coordinates grants trainings to help develop internal understanding of private grant funder expectations
• Develops preparation materials for lead writer, including the last application, previous funder feedback, and other relevant documents
• Reviews proposals to ensure final product is completed with accuracy and RFP compliance.
• Reviews and monitors project expenditures
• Responsible for tracking proposals once delivered to private funders and tracks process from date of delivery, notice of award, final grant agreement, grant implementation, and final grant reporting
• Responsible for establishing and maintaining a team culture that aligns with CFS organizational values

Qualifications
• Four-Year College Degree is required
• Over four years of experience is preferred
• Flexible work schedule that includes some evenings and weekends
• MS Office skills are required
• Typing with expediency and accuracy in spelling and grammar
• Significant organizational skills to perform assignments
• Able to work in a fast-paced environment and manage multiple tasks
• Excellent interpersonal/customer relations skills
• Experience in the private grants process preferred
• Data analysis and reporting experience preferred

Schedule
• Full-time and salaried
• Must be able to work flexible hours to include some nights, weekends, and holidays
• Standard hours are 8am to 5pm Monday thru Friday
• A hybrid work schedule is possible and some in office work will be required
Other requirements

- This job requires a valid Hawai‘i driver's license, a clear driver's abstract, and willingness to travel in personal vehicle on an as-needed basis throughout the island
- This position is subject to a criminal background investigation and continued employment is contingent on a record clear of convictions
- The position will have limited supervisory requirements which could include immediate supervisor of one or two employees or directing small work groups.

Compensation

The salary range for this position is $75,000 to $85,000 commensurate with experience and expertise.

About Child & Family Service

CFS is all about FAMILY. Founded in 1899, Child & Family Service (CFS) helps Hawai‘i families to address serious life issues, with life-changing results. As one of our state’s largest human services organizations, CFS offers a wide array of programs that serve all ages, from keiki to kūpuna. Child & Family Service meets families where their needs are, in their neighborhoods, in their homes, with their friends and family. We help families get the right start for a healthy, thriving future.

In the last fiscal year, we provided direct services to 17,045 individuals and touched another 76,500 lives through phone calls, referrals, educational presentations, and by providing for those visiting walk-in family centers.

OUR MISSION

Strengthening families and fostering the healthy development of children.

OUR VISION

Healthy, thriving individuals and families building strong, multi-cultural communities across generations.

OUR VALUES

HOPE: (Humility, Ownership, Perseverance, Engagement)

We offer an extensive array of benefits for our employees including paid time off, preventative health care paid time off, birthday floating holiday, volunteer floating holiday, 14 paid annual holidays (15 in an election year), medical/dental/vision/RX plans, opt-out incentive, 401(k), flexible spending plans, & more. See an extensive list of our benefits here.

We are proud to have made Hawai‘i Business Magazine’s list of Best Places to Work for the past five years in a row.

To apply visit: https://childandfamilyservice.isolvedhire.com/jobs/566081.html

Website & Social Media

Website: https://www.childandfamilyservice.org/
Social Media: Facebook: @ChildandFamilyService
Instagram: @CFShawaii
Twitter: @CFShawaii