



Director of Government Grants

PURPOSE OF POSITION

The Director of Government Grants (DGG) is responsible for identifying, developing, drafting, and pursuing grant proposals to federal, state, and local government, agencies, and private foundations and selected donors to bring resources to the region.

The DGG combines strategic thinking and sharp execution to enable The San Diego Regional Policy and Innovation Center (Policy & Innovation Center) and San Diego Foundation (SDF) to reach targets, goals, and attain objectives.

Essential contributions and principal responsibilities include but are not limited to:

- Design, lead and implement an integrated resource development strategy to support new grants to the region (focus is on non-San Diego funding, including federal and state).
- Expand SDF and the Policy and Innovation Center's traditional funding sources by creating new and innovative funding sources through leadership in funding research/opportunities and strategic partnerships.
- Facilitate and drive funding growth by working with SDF donor services, Policy and Innovation Center staff, partners, and key stakeholders.
- Build and maintain high-level contacts with current and prospective grantors.
- Lead interactions with external stakeholders that support internal development efforts.
- Identify and drive prospects through to award (including identifying new funding opportunities, options, and proposal preparation).
- Continually and proactively assess demographics, macroeconomics, and competitive market issues impacting SDF and the Policy & Innovation Center and develop solutions.
- Apply financial reason to any new opportunity to increase the probability of future sustainability.
- Work with internal partners to build financial analyses and models to evaluate potential funding and impacts.
- Create a culture of positivity and success across the organization.
- Develop and produce analytic reports that synthesize the funding opportunities, insights for improved proposals, and informed decision-making.
- Evaluate and participate in the drive to use innovative technology funding vehicles.
- Provide strategic and marketing insight to all donor materials and strategic support on the full range of external stakeholder communications.
- Support CEO of the Policy and Innovation Center and Chief Innovation Officer at SDF with the preparation of board materials and funding proposals.

Supervision Received

- Works closely with and reports directly to the President & CEO of the Policy and Innovation Center and the Chief Innovation Officer at SDF.

Education and Experience

- Bachelor's degree in English, communications, creative writing, or a related area (master's degree preferred).
- A minimum of ten years' experience of successful progression in grant writing at the federal, state, and local government/agency level, and expertise obtaining grants from significant foundations preferred.

Skills and Qualifications

- Operate with a positive, well-defined sense of self and be self-directed while demonstrating political savvy and diplomacy.
- The ability to draw accurate conclusions from quantitative and qualitative data and programmatic goals and then identify and develop supporting grant proposals and resources.
- Demonstrated skill for creating a climate focused on achievement and results
- Proven willingness to be accountable for the success of the organization's vision and business plans through a funding and resource lens that are in support of the vision
- Exceptional communicator with the ability to present concepts and strategic objectives in clear, concise, and fundable grant proposals.
- The ability to articulate how your work and grant funds improve or improve the communities we serve.
- Proven ability to present, articulate, and inspire potential donors and grantors with our work, community impact, and vision to support proposals.
- A style that emphasizes openness, collaboration, and connectivity.
- Passion for learning and relentless improvement.
- Excellent relationship-building skills.
- Excellent knowledge of federal, state, and municipal proposal submission and fundraising process and experience with private foundations.
- Ability to study and understand programs and funding requirements of the organizations.
- Strong research skills and knowledge of information sources.
- Multitasking, organizational, and time management skills.
- Ability to handle confidential matters with the utmost integrity.

LANGUAGE SKILLS

- Ability to read, write and speak English fluently
- Additional language proficiency helpful

PHYSICAL DEMANDS

- Able to sit for prolonged periods of time at meetings, desk, computer, driving
- Able to sit at a desk and view a computer screen for up to two hours
- Able to type using a computer keyboard
- Able to speak into and use a telephone
- Ability to bend and stoop

WORK ENVIRONMENT

- Professional office environment
- Fast-paced working with multi-level distractions
- Open office space with potential audio/visual distractions
- Multi-track workflow that requires the ability to prioritize and plan
- Hybrid work with alternate work site in San Diego County

Anticipated hiring salary is \$140,000

If you are interested in this opportunity, please submit your PDF resume and PDF cover letter to jobs@sdfoundation.org and place Director of Government Grants in the subject line.