



SUMMARY

Founded in 1927, Episcopal Community Services (ECS) is a non-profit organization that is breaking barriers and transforming communities to cultivate a strong, vibrant San Diego through programs rooted in tradition of action and faith in God - where all have unlimited potential. ECS provides more than \$30 million in health and human services in the areas of early childhood education, behavioral and mental health, and homelessness. ECS welcomes and serves all. Every client is served regardless of ethnic background, culture, gender, age, sexual orientation, or religious creed. ECS is searching for a Grants Manager who embraces our mission and possesses a strong commitment to supporting the life-changing services we offer.

GENERAL DESCRIPTION

Under the general direction of the Director of Development, the Grants Manager is responsible for researching, preparing, submitting, and tracking government and foundation proposals for all programs and operating needs of ECS. The Grants Manager serves as the primary grant writer; will prepare written materials for fundraising and stewardship with foundations and corporations; and cultivate and steward relationships with prospective, current and past funders to ensure strong partnerships are developed and maintained. This position requires strong writing, data analysis, project management skills, with an emphasis on outcome measurement. This team member will work closely with the members of the Development, Programs, Finance and Communications teams to execute the strategic goals of the agency.

ESSENTIAL FUNCTIONS

- Lead grant proposal development and submission—preparing and organizing materials for proposals, and submitting and monitoring grant applications, including:
 1. Researching new funding and development opportunities on a local, state, and federal level to support the agency's strategic goals
 2. Maintaining and building relationships with funders and other strategic partners
 3. Drafting proposals/LOIs, grant application narratives and other materials with collaboration from program staff, finance, and the Executive Director
 4. Efficiently and effectively submitting high quality proposals and requests for funding in response to funder specifications (as published in Requests for Proposals (RFPs), Notices of Fund Availability (NOFAs), Funding Guidelines and other similar mechanisms



used by funders to publicize grant specifications and requirements) by established deadlines

5. Meeting with funders and ECS staff to explore funding opportunities and fulfill site visit requirements
 6. Communicating in clear and concise written language the requirements and restrictions associated with specific contract and grant funding
 7. Monitoring grant funded program operations to verify and document that awarded grant expenditures are following all applicable grant contract requirements, restrictions, laws and regulations; and achieve the goals and outcomes mandated by the grant contract and all applicable laws and regulations
 8. Maintaining master calendar of grants and prospects and all associated files and correspondence
 9. Maintaining library of grant support documents including resumes, bios, IRS forms, Board/staff lists, etc.;
 10. Executing thank you letters and facilitate grant contracts/agreements
 11. Preparing high-quality, comprehensive reports detailing the impact of the funds received
- Maintain grant compliance and reporting, including outcome measurement and grant budgets—taking responsibility for meeting high standards of effectiveness, timeliness, and completeness, including:
 1. Monitoring and maintaining funder and investor reporting schedules and requirements;
 2. Tracking progress toward organizational and programmatic outcomes and goals;
 3. Drafting compelling progress reports and targeted program updates (e.g. blog posts, press releases, FB and twitter posts) to funders that fully capture programmatic success;
 4. Assembling all necessary supporting materials and documents including budget reports, outcome measurements, success stories, etc.; submit reports to funders and investors.
 5. Researching statistics, trends and data for grant proposals and community advocacy, including:
 - Performing research and data-gathering—both from external sources and internal program data
 - Helping develop meaningful statistical datapoints for funders
 - Assisting in development of presentations for various stakeholders
 - Other duties as assigned



EDUCATION & EXPERIENCE: Bachelor's degree in Social Sciences, Business Administration or related field or three (3) years of progressive grant writing responsibility in a non-profit organization. Contract and grant experience (government and foundation).

OTHER/SPECIAL: Ability to pass a physical examination, tuberculin skin test, alcohol and drugs, including marijuana. Fingerprint clearance and criminal check required. Free from exclusion and debarment. Verification of current driver's license and automobile insurance required for personal car usage. Proof of COVID-19 vaccination, including booster is required.

For additional information and to apply, please visit our website:

<https://www.ecscalifornia.org/careers>

Compensation: \$57,702/year to \$72,128/year, DOQE.

ECS accepts online submissions only.