



To apply: <https://canine.org/about/careers/>

Grants Specialist – Oceanside, CA

Why Join Our Team?

As a Canine Companions employee, you'll enjoy knowing that every day you make a difference in the lives of people with disabilities. You'll give independence and give a dog a job!

Canine Companions' dedication to our mission is only equaled to our dedication to our employees.
FULL-TIME BENEFITS:

- Comprehensive benefit program including employer-paid medical, dental and vision for staff
- 14 paid holidays, including an Inclusion Holiday
- 17 paid days off (Paid time off, PTO), including additional hours to serve your community
- Employer matched 403(b) retirement plan
- Employee Assistance Program
- Diversity, Equity and Inclusion Committee dedicated to ongoing efforts to foster a diverse and inclusive workplace by setting actionable goals and evaluating progress

"At Canine Companions, not only do you know you're helping people live more independent lives, but you get to meet our clients and hear about the ways their dogs have enhanced their lives – it's truly an amazing place to work."

PR and Marketing Coordinator

About the Position

This position works closely with the executive director and the philanthropy team in the identification, solicitation and development of community, local and regional fundraising sources by managing a regional portfolio of grant opportunities and maintenance of a donor stewardship plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as needed:

A typical day as a Grants Specialist may include:

- Work with the executive director and other staff to identify and develop strategies around foundation funding for special projects or capital needs.
- Research, identify and qualify local and regional grant resources.
- Prepare and submit grants to coincide with funding source guidelines.
- Track grants and prepare and submit any follow up documentation and grant reports.
- Manage a grant calendar that includes current, pending and potential for new funding.

- Build relationships with foundations to better understand how we can partner for additional funding.
- Follow up on declined grants to improve future grant writing procedures.
- Assist in the development of an annual master calendar; maintain/update calendar as needed.
- Assist in prospecting and researching new donors, including individuals, foundation, and corporations. Maintain and create philanthropy reports and analysis.
- Work with appropriate staff on fundraising events and campaigns to ensure fluidity in campaign message, donor sponsorship and donations to reach fundraising goals.
- Creates and manages stewardship plan for foundation portfolio, in collaboration with executive director and philanthropy team.
- Assist with the research and preparation of donor profiles.
- Develops and secures resources to meet anticipated income need of the regional foundation and grants budget. Also responsible for working with the philanthropy team to meet the overall regional revenue budget.
- Create and run reports from the donor database and provide database troubleshooting and training to staff.
- Track funding from donors through company data base and work with national and regional development team members to ensure donor information accuracy.
- Provide content and proofreading support for various regional publications and communications.
- Assist with staffing of events as needed to support philanthropy program.
- Be accountable not only for direct responsibilities outlined in this job description but also to assist fellow staff and other constituents with whom position interacts. Ensure actions and communications follow core values.

EXPECTATIONS:

To be successful in this position:

Must Haves:

- Excellent written and oral communication skills; able to write clear, structured, articulate, and persuasive grant proposals. Strong editing skills.
- Able to use computerized programs such as database, data processing, design/presentation software and other communication and event software programs.
- Able to network, motivate and work with volunteers and clientele.
- Able to perform several tasks concurrently, time management and organizational skills.
- Able to complete necessary paperwork and meet deadlines.
- Able to network and perform public speaking and demonstrations.
- Knowledge and understanding of event revenue and expense budgets.
- Bachelor's or associate degree or equivalent relevant experience.

Nice to Haves:

- 2-3 years of experience with proposal/grant writing and institutional donors.
- Strong computer skills including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Prior development experience that includes knowledge of basic fundraising and research techniques, fundraising strategies and informational sources and prospect research.

SCHEDULE: Full time

RATE OF PAY: \$27.00 - \$32.00 per hour

We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please still consider applying. Diversity of experience and skills combined with passion is a key to innovation and excellence. Therefore, we encourage people from all backgrounds to apply to our positions. Please let us know if you require accommodations during the interview process.

The base salary range above represents the low and high of the range for this position. Actual salaries will vary and may be above or below the range based on various factors including but not limited to location, experience, and performance. The range listed is just one component of total compensation package for employees.