
SUMMARY

Operating under the mission of serving God by serving those in need through programs that foster hope and dignity, ECS inspires children, empowers adults and transforms communities by providing vital, high-quality social services. ECS provides more than \$29 million in health and human services in the areas of homelessness, mental health, poverty, addiction and early childhood education. ECS is searching for a Grants Specialist who will embrace our core values of excellence, compassion and service and exhibit a strong commitment to supporting the life-changing services offered.

GENERAL DESCRIPTION

Episcopal Community Services' (ECS) **Grants Specialist** leads agency staff in increasing program funding and visibility by achieving critical objectives. Reporting to the Director of Development, the Grants Specialist collaborates with various stakeholders identify and obtain grant funding to support the agency's mission and vision.

ESSENTIAL FUNCTIONS

1. Identifying and obtaining appropriate government and non-government grant funding to support the agency's current and future program operations;
2. Monitoring grant funded program operations to verify and document that awarded grant funds are expended in a manner that:
 - a. Complies with all applicable grant contract requirements, restrictions, laws and regulations; and
 - b. Achieves the goals and outcomes mandated by the grant contract and all applicable laws and regulations.
3. Efficiently and effectively produce by deadlines, 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 publish/publicize grant specifications and requirements).
4. Establishing, promulgating, implementing and maintaining policies, procedures and systems for efficiently and effectively:
 - a. Identifying and monitoring all strategically relevant governmental and non- governmental grant funding streams and opportunities;
 - b. Producing high quality proposals and requests for funding in response to funder specifications and on short production timelines;
 - c. Tracking the status and ultimate disposition of all submitted proposals and requests for funding;
 - d. Receiving, responding to and tracking funder requests for information on submitted proposals and requests for funding.
 - e. Receiving, documenting, acknowledging and, as needed publicizing

funding awards resulting from submitted proposals and requests for funding.

- f. Reviewing, comparing, and contrasting all submitted proposals to document and report on the proposals and proposal production policies, procedures, systems, strategies and practices that resulted in awards and those that didn't;
 - g. Refining agency proposal production policies, procedures, systems, strategies and practices to eliminate the use of those that do not result in awards;
 - h. Integrating program staff into all grant administration functions to ensure:
 - i. The creation of an agency-wide culture and understanding of the inter-departmental shared responsibility for the production of proposals and requests for funding and appreciation of the critical value of proposal production.
 - ii. Program staff input into and approval of all proposal and requests for funding to guarantee:
 - 1. staff foreknowledge of proposed activities;
 - 2. staff interest in and desire to work on proposed activities;
 - 3. the feasibility of proposed activities;
 - 4. the increased likelihood of success of proposed activities.
- Perform other duties as assigned by direct supervisor and executive management.
 - For complete job description, please visit: <https://www.ecscalifornia.org/careers>

EDUCATION & EXPERIENCE

- Bachelor's Degree in Social Sciences, Business Administration or a related field. A Master's degree in Social Sciences or Business Administration preferred.
- 2-3 years of documented success in grant writing in a professional social service environment.
- A Master's degree in a related field may be considered in lieu of up to two years of professional experience.

OTHER/SPECIAL:

Ability to pass a physical examination, tuberculin skin test and drug/alcohol. Fingerprint clearance and criminal check required. Free from exclusion and debarment. of current driver's license and insurance required for personal car usage.

Compensation Range: \$22.00/hr - \$25.00/hr DOE

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

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

ECS accepts online submissions only.