

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 \$30 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

ECS is seeking an individual who is motivated to be a part of an organization that *inspires children, empowers adults, and transforms communities*. A leader to join us in our commitment to a community where all are supported to reach their potential. Under the general direction of the Director of Development, the Grants Specialist is responsible for researching, writing, submitting, and tracking government and foundation proposals for all programs and operating needs of ECS. The Grants Specialist 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 team member will work closely with the members of the Development and Communications teams, as well as Program staff to execute the development strategy.

ESSENTIAL FUNCTIONS

1. Identify and obtain appropriate government and non-government grant funding to support the agency's current and future program operations.
2. 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).
3. Monitor grant funded program operations to verify and document that awarded grant expenditures are in compliance with 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.
4. Integrating program staff into all grant administration functions to ensure an agency-wide culture and understanding of the inter-departmental, shared responsibility to produce proposals and requests for funding.



5. Communicate in clear and concise written language the requirements and restrictions associated with specific contract and grant funding.
6. Prepare and issue high-quality, comprehensive reports detailing the impact of the funds received.
7. This job description is not intended to be all-inclusive, and employee will also perform other reasonable business-related duties as assigned by immediate supervisor and other management team members.

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, drug/alcohol and tuberculin skin test. Proof of COVID-19 vaccination required. Fingerprint clearance and criminal check required. Free from exclusion and debarment. Verification of current driver's license and insurance required for personal car usage.

Compensation: \$25/hr. For complete job description, additional information and to apply, please visit our website: <https://www.ecscalifornia.org/careers>.

ECS accepts online submissions only.