



BOYS & GIRLS CLUBS OF CENTRAL ORANGE COAST

Grants Manager Performance Profile

Mission: To ensure every child has mentors and champions in life.

Organization Structure and Interfaces

Reports to:	Chief Philanthropy Officer
Primary Interfaces:	CEO, Board of Directors, Chief Financial Officer, Directors of Philanthropy, Development Manager, Key Partners, and Donors
FLSA Status:	Exempt
Benefits:	Medical/Vision/Dental, 401k Retirement Plan
Compensation:	\$72,000 – 90,000 annually
Location:	Open to Hybrid/Remote working arrangements depending on location of candidate.

Position Summary

The Boys & Girls Clubs of Central Orange Coast is one of the most innovative, fast-paced, and high-impact nonprofit organizations in Orange County, and we are seeking an experienced Grants Manager to join our Resource Development team. This is an opportunity for a consummate grant professional — an ambitious, highly organized, strategic communicator and compelling storyteller — to play a critical role in advancing our mission and expanding our impact across the communities we serve.

We are a results-driven, mission-focused organization looking for a dynamic and donor-centric professional who thrives in a high-performance environment and is motivated by excellence, growth, and meaningful impact. The ideal candidate is more than a skilled grant writer; he/she is a persuasive communicator who can translate data, outcomes, and mission into compelling narratives that inspire investment and deepen engagement with institutional funders and philanthropic partners.

As Grants Manager, you will work closely with the Chief Philanthropy Officer and collaborate across departments to help shape, execute, and elevate the organization's grants strategy. You will have direct exposure to executive leadership, including the CEO, and serve alongside a highly collaborative and high-performing Resource Development team. This role is responsible for managing the full lifecycle of grants — from prospect research and proposal development to reporting and stewardship — while ensuring exceptional quality, accuracy, organization, and strategic alignment.

Success in this role requires someone who is both strategic and execution-oriented: a professional who can manage multiple priorities simultaneously, communicate with clarity and confidence, and consistently deliver polished, persuasive work under tight deadlines. The ideal candidate is intellectually curious, detail-oriented, proactive, and energized by ambitious goals, and eager to grow as a development leader.

We are especially looking for a candidate who understands the power of storytelling in philanthropy — someone who can authentically communicate the transformational impact of our work on youth and families while strengthening the visibility, credibility, and influence of our brand. In addition to primary focus of grant proposals



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and reporting, this individual will contribute to donor communications, copywriting, and content development that supports broader fundraising and engagement efforts.

Our leadership culture is collaborative, accountable, and growth oriented. The executive team has a strong track record of mentoring emerging leaders, investing in professional development, and challenging team members to stretch beyond their comfort zones. This position is best suited for someone who embraces high expectations, values teamwork, and thrives in an environment that encourages innovation, initiative, and excellence.

While this position operates in a hybrid environment with potential remote flexibility, candidates must be available during the organization's regular business hours in the Pacific Time Zone and able to participate in virtual and in-person meetings and events as needed.

**Please review all areas of responsibility below along with specific instructions to apply.*

Core Responsibilities:

1. Implement all aspects of the existing grant plan to ensure timely production of grants and reports to message an effective vision, impact, and mission of the Club.
2. A key focus will be on existing grant plan; ensuring that all grants are submitted and reported on a timely basis; working with EDOP and the program team to secure necessary program data for the most effective message.
3. Responsible for sourcing, identifying, and writing grants for new partners that will expand our current strategy and overall impact.
 - a. Responsible for understanding and utilizing our grants software, Instrument1 to research grant opportunities.
 - b. Responsible for understanding donor database, Donor Perfect, and having the ability to generate reports for all grant needs.
 - c. Supports all fundraising strategies, donor relations and overall resource development plan.
4. Support donor engagement by supporting the marketing department with copywriting and content creation through multiple channels.
5. Support volunteer engagement by supporting the implementation and execution of current volunteer activities.
6. Communicate effectively with the Executive Director of Philanthropy, CEO, key executive staff, Board of Directors, partners, and key donors as needed.
7. Must have proficient knowledge and experience with technology needed to work hybrid/remote.

Additional Responsibilities:

1. Participate in training, webinars, workshops and professional development as requested.
2. Assist in marketing and outreach of Club activities, events and impact.
3. Assist with campaign messaging and other aspects of language for the organization.
4. Be a role model and advocate for the youth we serve.



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Performance Objectives – Deliverables

1) Adopting the Culture and acclimating BGC Central OC: Participate in on-the-job training with EDOP and development team.

- Become familiar with policies and procedures of the BGC Central OC.
- Electronically meet with and become familiar with the key staff, Board of Directors and key partners.
- Become familiar with the day-to-day functions of the Resource Development Department.
- Identify key strengths, weaknesses, opportunities and challenges with regards to the grants plan and tools in the Development Plan: website, digital and print outreach, social media, etc.
- Build upon our plan for outreach and execution of grants plan.

2) Within 45 days, deliver a Grants Strategy Report of your research, conclusions and plans for these areas moving forward. This summary report will identify and assess current and past strategies as well as plan for strengthening grants outreach and tools. Become proficient with Intrumentl software and understand functionality to run reports, manage grants portfolio, and leverage software to grow new funder identification and qualification.

QUALIFICATIONS:

- It is important that you are highly organized, have a high attention to detail, have strong communication skills (written and oral), and enjoy building and fostering relationships.
- We are looking for lifelong learners who pursue growth as a professional, experiment with AI and new technology and have a strong work ethic to produce high-quality work under deadlines.
- We prefer you have earned a bachelor's degree in English, communication studies, journalism, or another related field, or 3+ years of relevant work experience in grant writing, grant reporting, with a proven track record of success.
- If you are smart, self-motivated, results-driven, accountable, and have a positive attitude, you will be a strong fit here.

HOW TO APPLY (It is critical you follow directions to be considered for this position):

1. Please respond to this ad at careers@boysandgirlsclub.com with "GRANTS ALLSTAR" in the subject line of the email. Please do not call or send emails to any other email addresses.
2. Please attach your resume as a Word or PDF document.
3. Please attach a cover letter introducing yourself and summarizing why you feel you are a GRANTS ALLSTAR and why you should be selected to join our team.
4. Please attach 1-2 original writing samples, no longer than 5 pages each.