



JOB DESCRIPTION

JOB TITLE: Grants Manager
DEPT/PROGRAM: Development
REPORTS TO: Director of Development

JOB PURPOSE

The Grants Manager (GM) is responsible to maintain and build EDC's portfolio of grants and contracts, including state and local cost-reimbursable grants, as well as foundation and corporate grants, and to provide general support in the area of fund development. Duties include ensuring grant and contract compliance, conducting monthly data reporting, monitoring progress on program deliverables, supporting data integrity, and drafting grant proposals, budgets and narrative reports.

The GM supports and shares EDC's values of justice, equity, diversity, inclusion, and belonging (JEDI) by conducting all grant related work with a JEDI based lens and guided by JEDI based best practices. The GM works independently on projects, and is able to work under pressure on a variety of activities and confidential matters with discretion. Because we strive to be barrier-free and client-centered, the position requires individuals who truly enjoy working with people, have the skills, and can work effectively in a collegial and fast paced environment.

DUTIES & RESPONSIBILITIES

Grants Management (90%)

- Maintain EDC's portfolio of grants and contracts, including state and local cost-reimbursable grants, as well as private foundation and corporate grants.
- Monitor and ensure grant and contract compliance, including working with admin and program staff, as well as collaborative partners and subcontractors to monitor project deliverables.
- Develop and submit timely narrative reports
- Run and submit monthly data reports to funders, including uploads of data to external databases.
- Work with the Director of Development, Administrative staff, Program Directors and Program staff, and community partners in identifying new funding prospects as well as preparing and submitting applications for new and renewal funding.
- Develop and implement a prospecting calendar in support of the annual Development Plan.
- Maintain a comprehensive Development calendar of deadlines and submissions.
- Complete grant processing upon receipt of funding notification, including thank-you letters, notifying Program Director and Managers, and contract filing, etc.
- Collaborate with Administrative and Program staff on the implementation of newly funded projects and programs.
- Provide general fund development support as required by the Director of Development, including project managing funding proposals and RFP's (e.g. drafting and compiling appropriate documentation, preparing proposal budgets and requesting any financial statements as required

per funding application from Finance, and other tasks necessary for completion of timely and effective grant proposals.)

- Maintain donor information and cultivation activities.
- Other tasks as needed.

General Administrative Duties (10%)

- Attend weekly program meetings, monthly agency staff meetings, and relevant supervision meetings.
- Represent EDC at community meetings/events as required.
- Perform other duties as assigned in furtherance of EDC's mission.

- Conduct their own Time and Effort tracking in our online systems and oversee the Time and Effort tracking of their direct reports.

QUALIFICATIONS

First and foremost, the applicant must profoundly share EDC's mission and vision of social justice and be able to manage stressful situations with empathy and calm. Below are additional qualifications.

- Track record of successful grant management for direct service nonprofit organizations.
- 5-7 years of experience in the creation and management of complex grant and contract project budgets.
- At least 5-7 years of experience in government grant contract management as well as private foundation and corporate grant management.
- Demonstrated success and experience in identifying, applying for, and receiving grants from public (including local, state, and federal) and private sources.

REQUIRED SKILLS

- Experience working with diverse colleagues and clients.
- Excellent writing skills, proven ability to describe programs, mission, and accomplishments in writing for proposals and reports.
- Excellent organizational, analytics, and problem-solving skills.
- Excellent project management skills: Possess ability to work efficiently and effectively on several projects simultaneously, handle a high volume of activity in a fast paced and high-pressure environment and successfully meet deadlines.
- Excellent attention to detail.
- Ability to maintain a high level of confidentiality.
- Experience with MS Office, Google Suite and other common computer programs. Experience with Salesforce is a plus.
- Ability to work independently and as part of a team.
- Excellent written and oral communication skills.

CLASSIFICATION

This is an exempt, full-time position.

UNION

EDC staff are represented by the National Organization of Legal Services Workers (NOLSW, UAW Local 2320, AFL-CIO). This position **is not** a union position and **is not** subject to the terms of the collective bargaining agreement.

WORKING CONDITIONS

The position requires working with individuals during moments of extreme stress and instability. The position also requires the provision of culturally-sensitive and empathetic services. Some evening and weekend work may be required.

At present, due to the COVID-19 pandemic, and until further notice, EDC is operating in a hybrid fashion, with some remote work and some onsite work. **As this administrative position this role will be hybrid with onsite work as required.** EDC's In Office COVID-19 Safety Plan adheres to the CDC's health and safety guidelines and the federal and state OSHA requirements for workplace safety.

Equipment for remote work, such as a laptop, will be provided per the needs of the program or department this position reports to.

Proof of vaccination required

The employee is expected to be in the office (or available while working remotely) during normal business hours and to communicate with their supervisor regarding whereabouts when elsewhere for meetings or other obligations. Additionally, the employee is expected to be reachable by email, phone and video conference as needed during normal business hours, Monday – Friday 9:00am – 5:00pm.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged sitting/standing.
- Extensive typing/data entry.
- Close visual acuity to prepare and analyze data, text, and figures.
- Prolonged computer use.

EDC IS AN EQUAL OPPORTUNITY EMPLOYER

Eviction Defense Collaborative (EDC), is proud to be an Equal Opportunity employer. EDC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, ethnicity, language, religion, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender, gender identity, gender expression, transgender status, sexual stereotypes, age, genetics, status as a protected veteran,

status as an individual with a disability, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

DIRECT REPORTS

The Grants Manager will supervise the following positions:

- Data Assistant

COMPENSATION

The base salary for this position is **\$93,000 (\$44.71 per hour)**. An additional \$1,000 will be added for each relevant year of experience, up to **10 years** of experience. The starting salary for this position is capped at **\$103,000(\$49.52 per hour)**.

EDC offers a Multilingual stipend of \$125 per month (\$1,500 per year) above the base rate, for specific roles that regularly use oral or written communication with clients or related parties, in Spanish, Cantonese, or Mandarin, in the performance of their regular job duties. To qualify for this stipend, the employee must be fluent in one of the specified languages and pass an oral and/or written test approved by the Labor-Management Committee.

This role is not eligible for the multilingual stipend as oral and written communication with clients is not regularly performed as part of the job duties of this position.

DATE APPROVED:	2/5/24
DATE LAST REVIEWED:	2/5/24