



## Job Posting

### Grants Manager

Become a key part of an exciting team that provides on-site health, education, and employment services to over 16,000 children, families, and seniors living in affordable housing and work force affordable neighborhoods across the country. **Project Access Resource Centers** are embedded into the fabric of the community as a physical presence on-site, in residents' own backyards, thereby eliminating the geographical barrier of access to social services. To learn more about Project Access, please visit <https://www.project-access.org>

**POSITION SUMMARY:** With support from the Director of Development & Community Relations, the **Grants Manager** is responsible for generating revenue for programs and services through researching, preparing, submitting, and tracking grant applications for a \$7M+ organization.

This is a full-time position and reports to the Director of Development & Community Relations. In terms of benefits, Project Access pays 100% of the monthly premiums for the employee's medical, dental, vision, life insurance and EAP; provides Paid Time Off and 12 paid Holidays, and a 401(k) plan with 4% match.

**To apply**, please email your cover letter and resume, along with a writing sample that shows your writing style and capabilities, to [humanresources@project-access.org](mailto:humanresources@project-access.org) with "Grants Manager" in the subject line. Your cover letter should summarize how your experience and passion aligns with the position qualifications and our mission

### POSITION RESPONSIBILITIES:

#### Grant writing, research, and management (75%)

- Conduct research and identify funding sources of viable potential funders in both existing markets and in new geographical markets Project Access programs have penetrated.
- Generate an annual Grant Projection sheet and provide updates, including grant/foundation trends each quarter.
- Work closely with the Director of Development to ensure strategic diversification of funding requests and expand existing grant revenue to support underfunded programs
- Generate and submit letters of interest (LOIs) as required by funders or as appropriate
- Create, submit, and follow-up on a minimum number of grant applications a month to reach an annual established number (as set by CEO & President)
- Generate reports to meet funders reporting requirements
- Create, maintain, and update weekly a Grant Calendar (a schedule of cultivation activities, grant deadlines, submissions, and tracing actions; plus report due dates and submittal dates)
- Provide current statistical analysis of the hit rate and track reasons for denials. Work with Development Director to analyze patterns and adjust strategy and narratives for future applications
- Document processes and procedures related to Grant Program
- Oversee administrative support for grants – data entry into Salesforce CRM, stewardship letters, etc.

- Follow grantor, foundation trends, and produce quarterly updates on relevant information to Development Director and CEO
- Proactively pursue professional development opportunities

### **Engagement and Communication (25%)**

- Develop and maintain effective, long-term working relationships with grantors to facilitate approval of grants
- Generate a monthly list of grantor relationship from the Director of Development and the CEO to cultivate and/or steward, including recommended conversation topics as they relate to grant requests
- Generate a bi-monthly list of grantor connections prior to each Project Access board meeting for the purpose of soliciting board involvement and board contacts.
- Attend “Meet the Grantor” and other relevant events to improve grantor and foundation relations.
- Support setting up of prospective meetings on average three months prior to each grant submittal date in order to start relationship building prior to submitting grant applications
- Work closely with Programs Department staff to understand all existing programs and program growth plans; maintain updated program descriptions and narratives (boilerplates) on an ongoing basis
- Work closely with Finance Department staff to understand, extrapolate, and communicate budget information in grant applications and reports

### **QUALIFICATIONS (Education, Experience, Skills, Credentials):**

- Bachelor’s degree in a related field
- 3 years’ experience in grants writing and project management with a proven track record in securing funding
- Demonstrated writing ability including strong command of the English language, effective business, technical, and persuasive writing style
- Intermediate skill level with Microsoft Office suite applications and Internet research
- Understanding of fundraising and resource development activities
- Ability to work independently; Strong organizational skills
- Knowledge of affordable housing, resident services a plus
- Valid CA Driver’s License, clean driving record, and current automobile insurance

*The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.*

**Equal Opportunity:** Project Access, Inc. is an at-will and equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.