

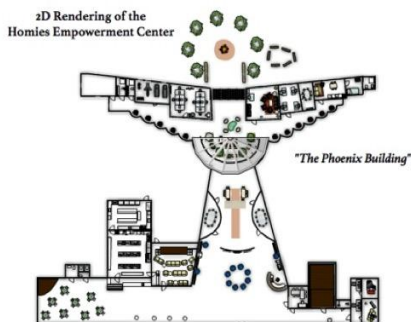
Grants Manager



Homies Empowerment

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Phoenix Design of the
Homies Empowerment
Community High School

Summary

The Grants Manager position will play a key capacity building role in securing revenue during a critical period of growth at Homies Empowerment. This position joins the Leadership Team as a critical teammate that can drive all grant related activities while collaborating with others doing external fundraising.

Minimal Qualifications

1. 3-5 years grant writing experience with a track record of securing public and private funding.
2. 3-5 years public and private funding management experience.
3. Understanding of the Oakland and Alameda County nonprofit fundraising landscape.

The ideal candidate has a deep commitment to aligning all fundraising practices to our values, especially around solidarity, not charity and to providing empowering leadership in a clear, concise, positive, inclusive and culturally sustaining way.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Collaborate with other teams to identify program funding needs and priorities.
2. Research, identify, cultivate, and solicit grant opportunities from public and private sources.
*Experience with federal grant reporting is a plus.
3. Draft high quality grant narratives, applications, and supporting documents based on funding requirements.

4. Project manage the proposal writing and submission process to ensure timely submission of all required materials.
5. Maintain and develop relationships with funders, partners and other stakeholders.
6. Develop and maintain a proposal calendar.
7. Complete all reporting requirements.
8. Work with other teams to compile financials and data.
9. Work with program leaders to track data and outcomes related to grant submissions
10. Refresh and organize grant toolkits, including updating boilerplate language and attachment files.
11. Develop annual fundraising strategy.
12. Exceptional written, verbal and organizational skills and ability to handle record keeping.
13. Work closely with Homies Empowerment team to brief and check-in and maintain accountability for all.

Required Skills

1. Strong communication skills.
2. Ability to approach and engage people in a caring and respectful manner.
3. Handle confidential and sensitive information.
4. Research and decision making skills.
5. Integrity and honesty.

Position Type and Expected Hours of Work

This is a Full-Time position: 40 hours a week. Days and hours of work are Monday-Friday. Salary ranges from \$4,588-\$5,373 per month depending on experience (Yearly beginning at \$59,579+). This position includes full healthcare benefits; dental, vision and healthcare. We also offer 10 days paid for mental health time off, 6+ weeks of paid time off on vacation days.

Please keep in mind that Homies Empowerment is a people-of-color led organization and we are looking for candidates who understand and reflect why that is critical in our community.