

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## Development & Communications - GRANTS MANAGER

**POSITION SUMMARY:** The Grants Manager drives Kidango's resource development programs in several critical areas: grants, major donor cultivation, and earned income revenue lines. The position is responsible for proactively identifying and pursuing funding sources, including the writing and timely submission of grant applications; managing post-funding reporting and audit requirements; and developing and executing plans for acquiring funding from major donors, private foundations, and other sources. Under the general supervision of the Vice President of Development and Communications, the Grants Manager writes a wide range of grant proposals; tracks progress to meet reporting requirements; manages fundraising planning with internal and external stakeholders to identify needs; gathers information and assembles project/program teams to assure grant submissions and reports are completed by their due dates; and leads efforts to develop programs for major donor cultivation. The position is also a critical player in the planning of annual fundraisers and special events and may be asked to participate in other communications and development activities. The position has responsibility for, and demonstrates sound judgment in, key areas of grant compliance and donor relations. They provide grant budgeting assistance to include modifications, spend-down monitoring, and allocation adjustments; completes donor research to identify prospective government, foundation, corporate, and individual/major donor funding opportunities; and maintains comprehensive inventories of all grants submitted.

### **POSITION OVERVIEW:**

- Employment Type: Full Time/Exempt
- Location: Warm Springs Administrative Office
- Job Category: Administration
- Reports to: Director of Development

### **PRIMARY RESPONSIBILITIES:**

- Supports the department director and other internal stakeholders in the identification, management, and evaluation of earned income opportunities. Forms and leads committees to develop business plans, financial projections, and market assessments for earned income revenue lines.
- Plans and forecasts revenue. Develops detailed revenue/funding opportunity forecasts by program area, tracks opportunities in our CRM/development software (Salesforce), and regularly reports on progress.
- Proactively identifies and researches funding sources; evaluates opportunities in collaboration with program and senior staff; and aggressively seeks funding for existing and new Kidango programs from grants, government contracts, foundations, corporations, individual donors, and other sources.
- Builds substantive relationships with a broad array of funders, and actively cultivates relationships with donors and external stakeholders to work towards/facilitate funding opportunities.
- Attends RFP and/or meetings for new grant opportunities.
- Accurately compiles, writes, and edits all grant applications exhibiting exceptional expository writing skills and a masterful command of grammar and spelling.
- Develops individual grant proposals in accordance with each grant-making organization's preferences and follows exactly each organization's guidelines.
- Prepares renewal grants as applicable with local, state and federal government agencies; foundations; and corporations.
- Tracks existing and pending grants in Salesforce and other internal reporting systems.
- Manages scheduled and as-necessary audits, reviews, and progress/quarterly/annual reports required by a grant-making organization that has funded a project or program.

- Reviews the budget of a project or program for which funding is sought and makes recommendations to better present it to donors and funding organizations.
- Keeps in contact with donors and other funding organizations during their review of a submitted application or proposal in order to be able to supply additional supportive material or identify/facilitate conversations with subject matter experts.
- Remains current on critical challenges, issues, policy, and new thinking in the early care, education, and healthcare sectors that are relevant to achieving Kidango's mission.

POSITION QUALIFICATIONS/REQUIREMENTS:

- Bachelor's degree or equivalent work-related experience.
- Over three years direct development experience, including planning and managing financially successful grant development and donor cultivation programs.
- Outstanding analytical skills with a demonstrated capacity to understand complex organizations and an ability to conceptualize, manage, and evaluate numerous large-scale projects simultaneously.
- Proven grant writing experience, demonstrating consistent growth of a portfolio of several million dollars a year or more.
- Outstanding poise and personal presence with exceptional written, presentation, and listening communication skills.
- Strong preference for professional background in business or management consulting; public policy/advocacy; or as a practitioner or a program officer in education or health care related fields.
- Experience working with, analyzing, and developing budgets for complex non-profit programs.
- Experience using Salesforce CRM or Salesforce Nonprofit Starter Kit is preferred.
- Advanced proficiency in Microsoft Office.
- Experience developing and managing earned income revenue streams is preferred.
- Understanding of California Department of Education and child development programs and expectations is preferred.
- Ability to provide leadership across development disciplines (grants, donors, events, and/or other areas), embrace responsibility, work independently, and set own goals.
- Impeccably detail-oriented with an ability to manage short deadlines and stay on top of the reporting and audit requirements for dozens of grants.
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings, weekends, and extensive local and regional travel.
- Demonstrated personal commitment and passion for the education and health of children, combined with drive and an entrepreneurial spirit to identify innovative new models for developing related programs.

**COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

**ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at  
<https://www.kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.