



## Grants Manager

*Child Advocates' mission is to provide stability and hope to children who have experienced abuse and neglect by being a powerful voice in their lives.*

Child Advocates of Silicon Valley matches foster children with Court-Appointed Special Advocates (CASA's) who are trained to provide critical educational and emotional support, ensuring that each child's needs are met and their voice is heard while navigating the court dependency system. Child Advocates is a member of the National CASA organization, serving children and youth in the dependency system, ages 0 – 21.

**Supervisor: Director of Development**

**Status:** Regular, Full-Time, Exempt (M-F)  
**Location:** Milpitas, California  
**Salary:** Exempt/Based on Education and Experience  
**Benefits:** Medical, Dental, Vision; pro-rated time off

**POSITION SUMMARY:**

The Grants Manager is a self-directed, highly motivated, grants professional with strong writing and project management skills who manages our foundation grants portfolio and government RFP's and grants. The Grants Manager reports to the Director of Development. The Grants Manager serves at the lead with foundation relationships and works in step with the CEO and Director of Development who may be the lead solicitor. The Grants Manager also works in an integrated fashion with the Director of Programs and other relevant staff. The Grants Manager will manage all the activities with foundations from research, through proposals, to progress reports to funders. He/she will also be the project lead/manager for all RFPs. The Grants manager will supervise the Grants and Development Specialist who manages the data base and grants reporting.

This is an excellent opportunity for an individual with strong writing, organizational, and interpersonal ability to have impact in a highly respected non-profit organization that is growing to meet the growing need for our services. Additionally, the Grant's Manager will work closely with program department and data administrator to improve data and tracking of outcomes. Currently Child Advocates raises \$1.9K annually from a variety of government grants and approximately one half million in foundation grants. However, Child Advocates seeks to expand its support from other government and philanthropic sources.

The ideal candidate would have direct grants experience in the nonprofit sector, however, candidates with transferrable writing, research, and project management skills may be considered.

**JOB REQUIREMENTS:**

- An excellent communicator who can concisely write narratives that informs and inspires
- Ability to collaboratively work with various internal stakeholders at all levels of a culturally diverse agency as well as with external stakeholders such as donors, funders city/government officials and corporate/philanthropic organizations
- Research grant opportunities using the Foundation Directory Online, websites, and tax filings of foundations
- Previous experience with foster care grants and outcomes is highly desirable
- Have a keen sense of curiosity with the ability to mine program data to craft a story
- Strong familiarity with reading/interpreting financial statements and be able to ask questions, present data, create budgets
- Ability to be meticulously detailed oriented while balancing multiple projects and to follow-up on a timely basis with the required stakeholders to meet deadlines
- Be a self-starter, work autonomously, use independent judgement and be able to produce high quality work with tight time constraints

**MINIMUM QUALIFICATIONS:**

- Minimum 5 years of experience in grants management
- BA/BS Degree or equivalent combination of education and experience
- Excellent writing, interpersonal and organizational skills
- Demonstrated ability to be detailed oriented
- Proficiency in Microsoft Office, Constant Contact, Live Impact Database
- Reliable transportation.
- Ability to pass FBI, DOJ, DMV, SSN and CACI background checks.

**RESPONSIBILITIES AND DUTIES:**

- Research and identify new government and private funding prospects
- Generate proposals and supporting documents in response to solicitations
- Generates revenues for agency programs and services through timely submission of well-researched, well-written and well-documented fund-raising proposals
- Writes reports to foundations and other funders
- Identifies funding opportunities and new program areas to match institutional priorities, using research tools
- Supervise the Grants and Development Specialist
- Supports the Development Department
- Other duties as assigned

Please send resume and cover letter to: [careers@cadvocates.org](mailto:careers@cadvocates.org)

**NO PHONE CALLS PLEASE**

Only applicants whose resumes are selected for an interview will be contacted.

Bi-lingual, bi-cultural candidates are strongly encouraged to apply.

Child Advocates is an Equal Opportunity Employer. We are committed to providing an environment that embraces openness, respect, collaboration and accountability.

***Equal Employment Opportunity and Non Discrimination Statement***

It is the policy of Child Advocates to provide equal employment opportunity for all applicants and employees. Child Advocates does not discriminate on the basis of ancestry, race, color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, military or veteran status, national origin, race, religion (including religious dress and grooming, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, request for FMLA, or any other basis protected by law (hereinafter referred to as "Protected Characteristic"). Child Advocates also makes reasonable accommodations for disabled veteran employees. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfers, and social and recreational programs.

This policy includes the provision that no employee shall harass any other employee on any of the bases listed above. Harassment includes verbal, physical and visual harassment; solicitation of sexual favors; unwelcome sexual advances; and creating or maintaining an intimidating or hostile work environment. Any employee who violates this policy is subject to discipline up to and including discharge.