



JOB ANNOUNCEMENT
Grants Manager
Job Location: SD 4180Ruffin
(FT/Hybrid)

Position Summary

Do you love to write? Do you want to use your writing skills to improve the lives of the most vulnerable members of our San Diego community? Are you a self-starter who enjoys a roll-up your sleeves approach to projects? Lifeline has an exciting opportunity to hire a Grants Manager within a high-functioning, strongly aligned team.

Under the general supervision of the Chief Development Officer (CDO), Lifeline's Grants Manager is a key member of the Community Engagement team responsible for the cultivation and solicitation of grant revenue, including grant writing, managing, reporting, and evaluating. The Grants Manager will oversee a growing portfolio of 30+ grants from cultivation and application to stewardship and reporting

The Grants Manager will hire and supervise a Grant Writer position and works closely with the finance and program teams.

Required Qualifications

Strong ability to plan, organize, and manage multiple assignments simultaneously. Also must be able to and comfortable with asking for help and guidance when needed. Superior writing, proofreading and copy editing abilities necessary. Ability to pivot and shift priorities. Creative thinker. Enjoys working independently and within a team environment.

BA in a related field or equivalent work experience required. Minimum of five years' grant writing experience in a mission driven non-profit setting is highly recommended. Minimum of two years' experience in staff management is preferred. Experience with fundraising software programs, including Raiser's Edge, and proficiency with research tools is a plus.

Must represent Lifeline's mission, vision, core values, and philosophy and demonstrate cultural sensitivity. Must be willing to use own, properly insured, reliable vehicle for the job (mileage reimbursed).

Responsibilities

- With support from CDO, oversee and manage Lifeline's foundation and corporate grants portfolio consisting of 30+ donors
- Draft, write, review, and submit grant applications, acknowledgement letters, stewardship and annual reports, and renewal requests
- Work with senior leadership to create strategies for growing Lifeline's grant support in unrestricted and program support funds
- Partner with Program teams to identify opportunities for targeted requests to address urgent or unique needs within various Lifeline programs
- Prepare budgets with Finance team as needed for reporting and solicitations

- In partnership with Database Administrator, ensure fundraising software, Raiser's Edge, is kept up to date with all relevant communications, awards, and information
- Respond to new RFP's when applicable with support from senior leadership, programs, and finance
- Lead monthly strategy meetings with executive team
- Attend monthly program finance meetings
- Conduct ongoing research to identify institutional prospects that expand Lifeline's grant funder portfolio
- Arrange, prepare for, and attend donor site visits and meetings
- Provide support for fundraising and marketing events
- Represent Lifeline in the community at award presentations, networking events, and more
- Other related duties as assigned by the CDO

Schedule/Compensation

- 40 hours a week -Monday-Friday. Weekends, evenings, and holidays as needed (ability to telecommute with supervisor's approval)
- Exempt position
- Annual salary: \$65k - \$70k Salary will commensurate with experience and education.

Additional Requirement

- Must have a valid driver's license and reliable transportation with a good driving record.
- Willing to use own, properly insured, reliable vehicle for the job (mileage reimbursed).
- Employment subject to clearances, including background finger printing checks, driving record, tuberculosis testing, and drug testing.

How to Apply

Please send your resume, cover letter, and a writing sample to **Tanya Hackel** at thackel@nclifeline.org with "Grants Manager" in the subject line.

We appreciate your interest; please note that we will only be contacting applicants that meet the required qualifications.

About the Company

Lifeline Community Services is a non-profit human services organization that offers a wide range of services to the people of San Diego County. Our mission is to build self-reliance among youth, individuals and families through problem solving, skill-building and accessible community-based services.

Come be part of a team who **CAR²Es!** At North County Lifeline, you will find people who are **C**ononnected to the communities we serve, **A**uthentic, and **R**esourceful. We are **R**esponsive to the needs of our clients and **E**ngaged in our mission to build self-reliance among youth, adults, and families. Equal Opportunity Employer.

We offer flexible work hours and excellent benefits to our employees.

- Generous paid vacation
- Paid sick time (6 days)
- Paid holidays (14 days)
- 100% employer paid medical, dental, vision, chiropractic and acupuncture coverage
- 100% employer paid life insurance
- Health and wellness programs
- Employee Assistance program
- Professional development assistance
- Great employee incentive awards program
- Training and education assistance
- Matched 403b retirement plan
- Flexible Spending Account