



**Position Title:** Grants Manager

**Reports to:** Deputy Director, Development and Administration

**Location:** Venice, CA

**Status:** Exempt (salary) employee

**Hours:** 40 hours per week. Typical office hours are 9:00 am – 5:00 pm.

**Summary:** Safe Place for Youth (SPY) provides critical resources and a caring connection to homeless and at-risk youth ages 12-25. Trauma-informed care, positive youth development and low-barrier programs offered at SPY's Drop-In Center are seen as a first step to engage youth experiencing or at-risk of homelessness into a continuum of supportive services. Since it was founded in 2011, SPY has been growing steadily and is now the leading service provider for homeless youth in West Los Angeles.

The Grants Manager is responsible for writing and reporting for government, foundation, community and corporate funders, in order to achieve the department's annual goals. The Grants Manager will oversee contract grants and communications related to those grants, including bidders conference and meetings with funding sources.

**Responsibilities:**

- Oversee and conduct research and writing of grant proposals to government entities, foundations, corporate, and community funders.
- Oversee and conduct ongoing research of prospects, including government opportunities, foundations, corporate, and community funders.
- Manage and fulfill reporting, invoicing, proper donor recognition, and other contract requirements as specified by funders.
- Gather and organize budget information for institution and specific programs for use in proposals and reports.
- Work with program and executive staff to ensure current, accurate, and persuasive articulation of SPY programs and activities. Regularly attend meetings pertinent to this as assigned.
- Initiate and maintain positive relationships with funders and prospects.
- Maintain organized electronic and hard copy files; maintain up-to-date calendar/solicitation report of all prospects.
- Prepare and stay current with income projections for the grants and communications areas.
- Maintain Grant tracker, and keep most recent contact information, guidelines, and annual reports for foundation and government donors.
- Assist with creating content for communication materials including annual reports, website, newsletters, and fundraising campaigns.

### **Job Qualifications and Experience:**

- A commitment to and passion for the mission, vision, values and culture of Safe Place for Youth.
- Bachelor's degree
- Previous grants research, writing and managing experience required. Experience writing government grants (federal, state and county/city) preferred
- Strong communication skills, written and verbal
- Strong computer/database skills. Proficiency in Microsoft Office (Word, Excel, Powerpoint)
- Impeccable editing and proofreading skills
- Excellent interpersonal skills
- Strong attention to detail
- Strong ability to take initiative
- Ability to work quickly, to prioritize and to handle multiple projects.
- Ability to work as a member of a team
- Must have reliable transportation and possess a valid California driver's license and proof of insurance.
- Ability to successfully pass a LiveScan background check.

**Salary:** DOE

### **TO APPLY:**

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position and why they are passionate about Safe Place for Youth's mission to [rachels@safeplaceforyouth.org](mailto:rachels@safeplaceforyouth.org)

*Safe Place for Youth, a project of Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment-qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.*