

LA FAMILY HOUSING

Job Title: Director of Grants

Job Type: Full-Time

Location: North Hollywood, California

Duties & Responsibilities

The Director of Grants works within a team oriented and fast paced work environment. The team is a talented, creative and driven group people focused on furthering the mission and values of the agency. This position will be significant to the growth of the department as it involves supporting the fundraising efforts and messaging of the organization. The Director of Grants contributes to a \$23 million organizational budget, ensuring approximately \$15 million in public funds and \$2 million in private grants annually. This position requires a thoughtful, strategic individual with expertise in public request for proposals (RFP) and private grant proposals and reports. The Director of Grants has strong attention to detail, excellent writing and communication skills, and is able to effectively build rapport with team members, program and finance departments, senior leadership, and the executive team. In addition to general duties such as overseeing public contracts and private grants, partnership agreement development, and annual operations program review and assessment, the Director of Grants is responsible for meeting annual fundraising and development goals and working toward the success of the Development and Community Engagement department. This position also plays a role in supporting the agency's individual giving strategy and special events. Individuals interested in this position should be well versed in homelessness and issues surrounding the industry.

ESSENTIAL DUTIES:

- Develop and write public and private funding proposals, request letters, partnership agreements, and grant reports. Supervise Grants Coordinator, Contracts Coordinator, and a part-time contracted grant writer to support in writing grants and reports, managing contracts, building a pipeline of prospects, and ensuring stewardship of funders. Project management of: program, real estate, and finance staff members to contribute to grant proposals as appropriate.
- Work closely with the Director of Development to refine and implement strategies and systems to increase revenues from private and public funders, including managing systems for proposal submission and grant reporting calendar, and other internal processes.
- Develop relationships with sources of private and public funding and attend bidding conferences and foundation meetings as appropriate.
- Collaborate with Program and Finance departments to develop program budgets for proposals and to ensure funding requirements for grants and public contracts are met.
- Collaborate with Quality Assurance team to ensure funding requirements are met and to improve tracking and data around program outcomes for grants and public contracts.
- Provide consistent messaging and data (including program outcome numbers) to assist with preparation of development materials, including brochures, newsletters and other promotional items such as website content and miscellaneous donor correspondence.
- Participate in the development and implementation of agency events.
- Perform additional duties as assigned.

Education, Experience and Skills:

EDUCATION:

- Bachelor's degree required; MPA, MSW, MBA or other Master's degree preferred

EXPERIENCE:

- 5 years' experience in nonprofit fundraising or other sales-related or project management work required, or an equivalent combination of education, training and experience. Demonstration of a strong understanding of social services, homelessness, and the population served by LAFH required.

KNOWLEDGE AND SKILLS:

- **Communication Skills:** Strong interpersonal, verbal and written communication skills. Excellent persuasive writing and an understanding of technical grants/fundraising writing strategy. Able to interact well with corporate, foundation and individual donors, and other LAFH staff.
- **Management:** Ability to motivate and manage others, ensure quality and timeliness of outcomes, set goals and establish work plans, train and coach others. Able to manage team members from other departments to get results in a timely manner.
- **Organizational Skills:** Excellent time management and organizational skills with strong attention to detail. Able to prioritize work effectively and adjust to multiple and competing demands.
- **Technology Skills:** Computer literacy, including strong word processing experience and mastery of MS Office 2000 applications, Excel, and Black baud Raiser's Edge 7, and ability to conduct and supervise internet research.
- **General:** Highly motivated, with the ability to work independently, take initiative, participate as an effective team member and follow tasks through

LAFH Benefits:

Health, Dental, Vision, Life, Voluntary Life, 403B Retirement Plan, 529 Education Savings Plan, Long Term Disability, Employee Assistance Program, AFLAC Policies, AFLAC FSAs, Legal Policy, Employee Appreciation Program, Company Sponsored Employee Outings, 9/80 Alternative Work Schedule, Paid Sick, Vacation and 11 Observed Holidays.

Equal Employment Opportunity Statement:

EEO: LAFH is committed to providing equal employment opportunities for applicants and employees.
FAIR CHANCE INITIATIVE: LAFH is in compliance with the Fair Chance Initiative for Hiring and will consider qualified applicants with criminal histories.

To Apply:

Email your resume and cover letter to HR@lafh.org