Position Title: Grants Manager
Reports To: President & CEO
Status: Full Time (40 hours per week)

Compensation: Competitive, commensurate with experience. **100% Employer-Paid Medical, Dental, Vision and Life Insurance Premiums.** PTO, 401(k) and Flex Plans also offered.

About Youth UpRising
Our mission is to transform East Oakland into a healthy and economically robust community by developing the leadership of youth and young adults and improving the systems that impact them. Located in the heart of East Oakland, YU is a neighborhood hub offering young people services and programs to increase physical and mental wellbeing, community connection, educational attainment, and career achievement among youth members.

Grants Manager (GM) – Position Summary

The Grants Manager (GM) will be responsible for grants management, tracking and assisting in the evaluation of YU programs, ultimately ensuring all contract and funders' deliverables are met. This includes identifying, collecting, verifying and reporting on grant deliverables and data, tracking all documents and program information required by funders, identifying, managing and submitting Letters of Interest (LOIs) and writing and tracking grant proposals and reports. The GM will work collaboratively with the Executive Team and Program Staff to coordinate, cultivate and solicit government, foundation and corporate donors, ensuring existing funders and donors receive an excellent customer service experience.

Primary Responsibilities

• Develop and maintain a thorough understanding of grant contracts. Review government and funding proposals to ensure compliance and regulatory requirements. Manage and administer contracts and assist in contract negotiations.

• Management and oversight of donor database, calendar, income projections spreadsheets and files. Oversee and track all grant milestones including, but not limited to; proposals in development, proposals submitted to funders, proposals that have been issued or canceled, deliverable deadlines, communication and awards, in donor tracking software.

• Prepare LOIs, grant proposals, grant reports and acknowledgements to current and potential funders, including developing clear, concise and compelling content, copy-editing and reformatting of text.

• Work with Program and Finance staff to develop, articulate and support implementation of contracts for YU services, ensuring outcomes are aligned with YU's vision and mission, compile written grant reports with financial reports and other required documentation. Responsible for all report generation for donor analysis, strategy, decision-making and submission.
Youth UpRising
JOB DESCRIPTION

• Coordinate correspondence with funders, and handle inquiries regarding submission dates, guidelines. Write acknowledgment letters.

• Develop and maintain professional working relationships with contractors, funders, donors, foundation staff and government agencies.

• Collaborate with Executive Team to implement and complete regular program evaluations.

• Support online fundraising campaigns and event fundraisers.

• Communicate regularly with staff about funded projects and participate in program discussion with other staff to develop ideas and strategies for developing new prospects and programs or activities.

• Draft fundraising appeals for contribution to newsletters, websites, board reports, promotional materials, annual reports or other publications as needed.

Qualification Requirements

• Two to five years of professional grant writing, cultivation and solicitation experience with a proven track record in securing major grants from foundations and mid-size grants from corporations. Ability to interpret complex grant funding requirements, submissions, and budget projections. Ability to interpret federal, state, and local government laws and regulations regarding grant administration. Experience in a community-based organization, event management and crowd fundraising, is a plus.

• Exceptional verbal and written communication skills. Demonstrated ability to communicate and present data in a clear and concise manner.

• Excellent attention to detail and accuracy is a must, as well as the ability to multi-task in a fast and changing environment, and excellent time-management skills. Highly organized and able to manage tracking tools, development calendar and income projections spreadsheets.

• Proficiency with a Customer Relationship Management (CRM) tool, (Salesforce preferred), Microsoft Word and Excel.

• Availability for occasional evening and weekend work.

Start Date: Immediate Opportunity. Applications accepted until position is filled.

How to Apply: Email resume and cover letter to talent@youthuprising.org and include "Grants Manager -- [Your Name]" in the subject line.

Youth UpRising is an Equal Opportunity Employer. Youth UpRising strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply.