Grants Manager

Court Appointed Special Advocates (CASA) of San Mateo County recruits, trains and supports volunteers to work one-on-one with children and youth in the San Mateo County foster care and juvenile justice systems. CASA volunteers form trusted relationships with young people, acting as a mentor and advocate for in court and the larger community. By being a consistent adult presence in a child’s life amidst changing homes, caretakers, social workers and other professionals, our volunteers provide hope and healing to children who are navigating traumatic circumstances.

Position Overview:
Reporting to the Director of Development, the Grants Manager works with the Executive Director, the Board of Directors, the Fund Development Committee, and CASA stakeholders to develop, achieve and increase CASA’s development and community engagement goals to ensure quality children’s advocacy. The Grants Manager will coordinate all grant related activities, including the drafting and submission of grant requests and reports, prospecting new grant funding opportunities, working with program staff to identify funding needs, and working with the Finance and Operations Director on grant budgets and financial reporting.

The ideal candidate understands the value of building and maintaining relationships with key stakeholders, has demonstrated strong project management skills, is extremely detail oriented, and will have exceptional written and oral communication skills.

Reports to: Director of Development
Status: 75% FTE (average of 30 hours/week), exempt; with occasional evening and weekend work required
Location: Redwood Shores, California with hybrid/remote work options

Duties and Responsibilities:

- Project manage the grants process from beginning to end, collaborating with colleagues across teams to secure and create deliverables on deadline.
- Write accurate and compelling LOIs and proposals that are tailored to each funder and demonstrate an in-depth understanding of the organization and its programming.
- Track project outcomes and submit detailed and timely reports to funders.
- Prospect, qualify, and secure, new funding opportunities to grow the organization’s institutional funding portfolio. Provide regular prospect reports to ED, DOD, Fund Development Committee, and Board of Directors, as requested.
- Provide regular revenue reports and projections for all foundation, corporate, and government grant sources.
- Maintain accurate and up to date records of funder meetings, funder correspondence, grant agreements, pledges, and deadlines in the organization’s donor database (DonorPerfect).
- Coordinate regular meetings with program staff to identify funding needs, collect impact stories, and stay informed of current program goals, activities, and impact metrics.
- Collaborate with Director of Finance and Operations to create and report on grant budgets.
- Support Executive Director and Director of Development in managing relationships with institutional funders, including mapping out regular touchpoints and creating funder briefs, draft correspondence, and meeting preparation as requested.
- Develop and maintain an annual plan for stewarding and upgrading current funders and cultivating a pipeline of qualified prospective funders.
- Create and document systems and best practices to advance the organization’s institutional giving function.
- Perform other related duties as identified and assigned by the Director of Development.

Qualification and Skills
- 2+ years of demonstrated success with grant writing, proposal writing, or other relevant experience.
- 3+ years of project management work and demonstrated skills, including: 1) ability to prioritize and manage multiple deadlines simultaneously, 2) ability to create and implement effective systems to manage grants-related work, and 3) the ability to manage up and across teams to secure deliverables with sufficient lead time.
- Excellent persuasive writing skills, with the ability to effectively communicate CASA’s mission, programs, and accomplishments to current and potential funders.
- Strong research skills, including the ability to identify prospective funders and mine the organization’s existing network for potential connections.
- High level of comfort handling and interpreting data, including program impact metrics, grant budgets, and revenue projections.
- High level of comfort and proficiency using a donor database or CRM to track deadlines, correspondence, and funder information. Experience with DonorPerfect a plus.
- Exceptional attention to detail and accurate record keeping.
- Collaborative team player. Effective at working with peers and external partners to reach common goals and objectives.
- Self-directed problem solver. Able to proactively anticipate problems and opportunities and develop a plan for addressing them.
- Good judgment and ability to maintain confidentiality when handling sensitive information; ability to use discretion when communicating with stakeholders.
- Proficiency in Microsoft Office Suite, including Excel, PowerPoint, Word and Outlook.
- Ability to successfully pass FBI, DOJ, DMV, SSN and CACI background checks.
Salary and Benefits

- Starting salary range $80K-90K (at 100% FTE) DOE
- 160 hours of PTO (prorated by FTE) to start and 14 paid holidays
- Full health, dental and vision benefits at 75% FTE; and
- Retirement plan with employer match

How to Apply:

- Applicants should send a 1) resume, 2) grant writing or other persuasive writing sample (grant sample preferred), and 3) cover letter outlining how they meet the specific requirements of the position to careers@casaofsanmateo.org. Please include “Grants Manager – Your Last Name” in the subject line.
- No phone calls please. We will review applications on a rolling basis until we fill the position. We will start interviews after October 3rd.

CASA of San Mateo County (“CASA”) is an equal opportunity employer. CASA does not discriminate on the basis of ancestry, race, color, disability, genetic information, gender, gender identity or expression, marital status, military or veteran status, national origin, race, religion (including religious dress and grooming), sex, sexual orientation or any other basis protected by law. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfers and social and recreational programs.