

Job Title:	Grants Manager
Job Category:	Finance
Primary Location:	Los Angeles 90011
Department:	Administration
Reports To:	Chief Financial
Direct Reports:	Yes
Seniority Level:	Mid-Career
FLSA Status:	Exempt
Job Type:	Full Time
Travel:	No

ABOUT CRCD

Coalition for Responsible Community Development (CRCD) is a community development corporation with a mission to better sustain, coordinate, and improve local planning, development, and community services that address the needs of low-income and working-class residents and small business in South LA.

CRCD serves 100% LMI within South LA. CRCD was founded by neighborhood residents and community leaders to revitalize the area after decades of disinvestment and to improve the quality of life for youth and the community. Since 2005, CRCD has partnered in a combined investment of \$168 million in South LA housing and real estate, including 370 units of affordable housing, plus community space for support services, youth programs, a homeless youth drop-in center, a community garden, and commercial space for our social enterprise. CRCD has connected over 1,500 young people to education, jobs, and housing.

- **Real Estate and Economic Development.** To increase the number of affordable and permanent housing in South Los Angeles and to revitalize the local economy, CRCD develops housing for LMI populations, including transition-age youth ages 16-24, seniors, veterans, and low-income families.
- **Support Services.** We provide support services to 100% LMI youth and other residents of CRCD housing, assist homeless youth to secure housing with rental subsidies and support services, and run a drop-in center to help homeless transition-age youth meet basic needs.
- **Education.** CRCD Academy, a high school provides youth ages 16-24 with diploma-track education and postsecondary education support.
- **Youth Development.** CRCD provides youth with workforce development programs, intensive case management to reduce barriers to employment and reduce recidivism, alternative sentencing programs, and jobs and career placement.

- **Worksource Center.** Since 2014 CRCD has been the operator of the federally funded Vernon-Central/ Los Angeles Trade-Technical College WorkSource Center where unemployed LMI residents are linked to career-ladder jobs and supportive services.
- **CRCD Enterprises.** CRCD is the parent organization of a social enterprise providing training and employment for low-income youth and young adults.

POSITION SUMMARY

Under the direction and leadership of the Chief Financial Officer, the Grants Manager will develop, review, edit and process grant proposals; conduct basic research for potential funding sources; maintain databases; support development of proposal and grant management including follow up, contract coordination, reporting and compliance.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Manage a portfolio of foundation and government donors for renewal and upgrade
2. Lead implementation and maintenance of a new fund development platform to track funder relationships, grant applications and reports
3. Work closely with the Executive Team, Program Directors, Finance, Administration, and consultants to ensure comprehensive proposals/reports
4. Write compelling grant proposals, provide follow up and timely reports to secure new commitments and renewals
5. Develop an in-depth knowledge of CRCD's comprehensive programs to fully understand the scope and breadth of our work when describing to funders
6. Conduct online research of funding prospects to identify new prospects for cultivation and solicitation
7. Coordinate site visits with donors and prospects
8. Assist Marketing & Communications Manager in development of institutional materials including Annual Report, newsletters, etc.
9. Provide oversight with compliance requirements of grant applications and contracts
10. Coordinate with the Learning & Evaluation Team to track progress on Grant Deliverables and meet reporting requirements
11. Assist with fundraising projects
12. Uphold CRCD's Mission Statement and 5 Year Strategic Plan

MINIMUM QUALIFICATIONS

1. 5+ years' experience in grant writing, grants/contract management or bachelor's degree and 3+ years' experience or master's degree and 2+ years' experience

2. Excellent written and verbal communications skills
3. Demonstrated experience with fund development and grant writing, preferably government as well as private grants
4. Reliable, flexible team player who works well with minimal supervision, who has a good work ethic, and an ability to set and maintain personal boundaries
5. Demonstrated ability to work on multiple projects simultaneously, and to meet deadlines
6. Reliable transportation: valid driver's license, and car insurance as required by law, as appropriate

WORK ENVIRONMENT

1. On occasion walk or drive to different local sites throughout the day.
2. Regularly required to sit, stand, bend, and occasionally lift or carry up to 35 lbs.
3. Combination of field and office environment.
4. May necessitate working in busy and loud environments.
5. May be exposed to elements like cold, heat, dust, noise, and odor.
6. Work regularly in a community that is exposed to gang activity, substance use, homelessness, and high unemployment rates.
7. Must be available on call for emergency crisis situations with the ability to respond after work hours as needed
8. This is not a work-from-home position

RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES

1. Encompass a "do whatever it takes approach" to serving our community
2. Always maintain a safe work environment and confidentiality.
3. Be proactive, creative, and flexible in determining, evaluating, researching, and resolving issues.
4. Organize and prioritize multiple activities to meet all external and internal deadlines.
5. Maintain professional demeanor that reflects positively on the agency.
6. Demonstrate respect and courtesy toward others.
7. Able to thrive in a work environment emphasizing teamwork and collaboration.
8. Respond in a timely manner in all aspects of communication.
9. Regular and prompt attendance in the office is required
10. Work with limited to minimum supervision.
11. *Perform other duties as assigned by your supervisor and or executive team.*

BENEFITS

- Dental, Vision, Medical Benefits: CRCD is in the top 10% for excellent employee benefits for non-profit organizations. CRCD offers 80% employee paid and 60% dependent paid medical
- 401K eligibility to participate from day one and up to 3% matching after one year
- Flexible Spending Account (FSA)
- Short-Term & Long-Term Disability, Accident, and Hospital Indemnity
- Whole Life Insurance, College Funding Plans/529 Savings Plan from Principal
- Pet insurance, Legal/ID Theft
- Generous work/life balance
- 13 paid holidays

CRCD is a mandatory vaccination employer for COVID-19 and its variants. COVID-19 vaccination is mandatory for employment. As such, all CRCD employees must be fully vaccinated against COVID-19, including new hires. All new hires must provide proof of vaccination on or before their start date; alternatively, new hires may request a medical or religious exemption on or before their start date. If a new hire requires a medical or religious exemption, CRCD will engage in the interactive process with the new hire; a new hire cannot begin working for CRCD until the medical or religious exemption application has been approved. Similarly, if a new hire is not yet vaccinated, CRCD will delay the start date until the new hire can provide proof of vaccination or approval of a medical or religious exemption application.

All candidates are subject to a criminal history check and meet CRCD’s criteria regarding criminal history and must pass background check conducted by LA County. CRCD is an Equal Opportunity Employer is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the EEO/ADA Coordinator. EEO /ADA Coordinator contact: Stacey Cabling (213) 743-6193.

ACKNOWLEDGEMENT

Employee Incumbent Name	Employee Signature	Date
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