



## **Grants Manager** Position Announcement

Division: Development  
Supervisor: Director of Business Development & Administration  
Status: Full Time Exempt

### **ORGANIZATIONAL BACKGROUND:**

Cabrillo Economic Development Corporation (CEDC) is a community development corporation serving Ventura, Santa Barbara and Los Angeles Counties. CEDC's core program areas are: the development and construction of multi-family rental housing for very-low, low and moderate income families; homeownership education and counseling, property management, and community building and neighborhood revitalization.

An industry leader since 1981, CEDC has built 45 affordable housing developments totaling close to 1,700 ownership and rental units. It currently has an ownership interest in 1,122 rental units that it manages. CEDC implements a team management approach to its activities, with particular coordination between its property management, housing development and construction, finance accounting, and resident and community services.

### **POSITION OVERVIEW:**

Under the supervision of the Director of Business Development & Administration, Cabrillo Economic Development Corporation seeks a Grants Manager to apply best practices for effective, efficient and knowledgeable grant making. This position is responsible for all compliance, analysis, and procedural aspects of grant making. This is an important position that requires hands-on project management, analytical and problem-solving skills, high attention to detail, creative thinking, and a dedication to Cabrillo's mission and core values.

Serve as a development resource throughout the organization. This position requires a results-oriented individual whose passion for CEDC's mission is matched with strong tactical and innovative ideas, outstanding interpersonal skills, crisp decision making in the face of complex challenges and a proven track record of non-profit grant making.

### **Major Job Responsibilities:**

- The Grants Manager will write, research, plan, and submit grant applications for government, foundation and corporate funding.
- Manage existing grants by tracking, developing and maintaining internal reporting systems, writing reports, maintaining excellent historical records, working with staff to ensure each program is meeting proposal conditions and expectations.
- Research government, foundation and corporate grant opportunities that align with overall agency long-range strategic goals.

- Track federal, state and local government policy trends and developments relating to funding for affordable housing, supportive services, resident and community services and operations.
- Work closely with each line of business to develop grant applications and encourage appropriate collaborations and partnerships to be pursued through grants.
- Attend all NOFA, RFP and bidders' meetings to evaluate grant applications and develop a path toward successful application submittals.
- Develop relationship and meet with foundations and corporate funders. Work in partnership with the Management Team to develop strategies for grant submissions to Government, Foundation and Corporate entities for funding.
- Develops budgets in partnership the CFO and understands cost allocation plans.
- This position will work closely with the Director of Business Development and Administration to develop yearly budget projections for revenue as well as monitor and assess progress throughout the year. This position will also assist with other projects as requested. Possess strong ability to work both independently and collaboratively as part of a team. May be required to make presentations to the CEDC Board of Directors, relevant committees and external partners regarding grants projects and funding.

### **Grant/Proposal Execution:**

- Coordinates and executes all grant processes (e.g. evaluations, budget, feasibility, reporting, etc.) for the purpose of ensuring award.
- Research new grant opportunities and analyzes current/past submissions/awards (e.g. organizational improvements, professional development, community development, technical needs, etc.) for the purpose of developing additional funding resources for both CEDC and CEDC lines of business.
- Develop and collaborate on grant strategy. Maintain proposal calendar and financial management of grants.
- Writing, assembling and submitting grants and proposals. Oversee and approve grants/proposals for specific CEDC lines of business.

### **KNOWLEDGE, SKILLS AND ABILITIES**

The Ideal Candidate Will Embody CEDC's Core Values: *Integrity - Continuous Learning - Supportive Workplace - Respect – Excellence–Social and Environmental Justice – Inspiration.* Must be a highly dynamic and innovative professional with a proven track record of writing and securing successful grants for a nonprofit organization.

### **QUALIFICATIONS**

- Five (5) plus years of professional experience in a nonprofit organization.
- Bachelor's degree required plus 5 years of experience in grant making.
- Excellent communication skills and ability to influence and engage a wide range of supporters and build long-term relationships.
- Ability to work independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside the agency. High energy and passion for housing and community development.
- Strong organizational and time management skills with exceptional attention to detail.

- Strong conceptual, organizational and computer skills, including Word, Excel and the Internet as well as, the ability to develop spreadsheets, graphs and flow charts highlighting critical data. Experience with Network For Good a plus.
- Experience with creating, implementing and updating, necessary enhancements to a grants database.

### **BENEFITS**

Salary is based on experience. Comprehensive benefits package includes medical insurance with choice of HMO or PPO plan, dental, vision, paid time off, paid holidays, and an opportunity to enroll in a 403(b) retirement plan which includes an employer contribution.

### **APPLICATION PROCESS**

Qualified candidates should submit a compelling cover letter and resume to [resumes@cabrilloedc.org](mailto:resumes@cabrilloedc.org)

CEDC IS AN EQUAL OPPORTUNITY EMPLOYER.