

GRANTS MANAGER

Public Advocates Inc., a bold and highly regarded nonprofit civil rights law firm and advocacy organization with a \$2.5m annual budget, is seeking a highly capable, full-time Grants Manager to join our exceptional and dedicated staff. In this newly created position, the Grants Manager will play an essential role in our organization's pursuit of social justice by increasing our capacity to raise foundation revenues to support our work. This position will report to the Director of Development but will work very closely with the Managing Attorneys on the Education Equity and Metropolitan Equity program teams.

Our ideal candidate is self-motivated, organized, reliable and values accountability. S/he is a quick study, capable of grasping and communicating our programs to a foundation audience. Our small development team has significant organizational responsibility, so we are looking for an effective and responsible process manager who can skillfully "manage up" and motivate team members to accomplish the organization's foundation fundraising goals.

Primary Responsibilities:

- Grant Writing: Work closely with the Director of Development and the Managing Attorneys to understand our programs and funding priorities, and use that understanding to draft and repurpose content for LOIs, proposals and reports.
- Database Management: Own the foundation segment of our DonorPerfect database – ensure that all relevant data (e.g., contact information for program officers, proposal and report deadlines, stewardship notes) are regularly updated, and generate and analyze reports.
- Process Management: Manage grants pipeline tracking, work with staff to ensure that requisite information is gathered and deadlines are met, own the submission and filing processes.
- Research & Cultivation: Proactively research foundation prospects and identify new grant opportunities; coordinate and support foundation stewardship activities.

Required Qualifications:

- Minimum of 3 years of substantial grant writing experience, specifically with private foundations, with a proven and verifiable track record of success
- Excellent writing and editing skills – ability to write clear, structured, articulate and persuasive proposals and to effectively repurpose existing material
- Excellent organizational skills and proven ability to manage multiple projects and deadlines
- Excellent attention to detail
- Proficiency with Microsoft Office suite, Google documents
- Experience working with donor management database (DonorPerfect experience a plus)
- Strong research skills (knowledge of fundraising information sources a plus)
- Bachelor's degree

Qualities expected of all Public Advocates staff include integrity, high professional standards, commitment to progressive social change and working successfully with diverse colleagues, clients

and community partners. We value cooperation, candor, flexibility, resilience, optimism, curiosity and sense of humor.

Compensation & Work Setting:

Competitive salary based on experience; salary range starts at \$53,000. Benefits include health, dental, life and long-term disability insurance; generous vacation; and 403(b) plan. Office located on the Embarcadero near the Ferry Building in San Francisco, convenient to public transportation (we offer access to commuter benefits).

Start Date

Target start date is no later than October 3, 2016.

Application

Only complete applications that follow these directions will be considered so please read carefully.

Applications must include: 1) a cover letter that explains your qualifications, your interest in this position and your reasons for applying to Public Advocates; 2) a resume; 3) names and contact information for three employment references and 4) at least one writing sample that illustrates your grant writing skill. Submit electronic application (.pdf format preferred) to grantsmanager@publicadvocates.org. No phone calls, please.

Public Advocates seeks to fill this position with someone who shares our values, including our organizational value for diversity. We encourage all interested individuals to apply, including people of color, women, people with disabilities, people who are lesbian, gay, bisexual or transgender, and anyone belonging to any other federal or state protected category. Read our Organizational Diversity Vision Statement [here](#).