



STAR VISTA

JOB POSTING

JOB TITLE:	Grants Manager/Director
DEPARTMENT:	Development
STATUS:	40 hours/week, Exempt, Full Benefits
SALARY:	\$80,000-\$95,000 annually

For more than 50 years, StarVista has helped people throughout San Mateo County navigate life's challenges. Our counseling, crisis prevention, youth housing, and early childhood services help more than 40,000 individuals each year. StarVista's strength-based, holistic approach informs our client services and our organizational culture, and is guided by our core values of respect, passion, partnerships, accountability, innovation, and integrity.

StarVista is seeking an experienced and collaborative professional to fill the role of Grants Manager/Director. Reporting to the Director of Development & Marketing, the Grants Manager will provide strategic and tactical oversight and execution of a robust grants program, which is currently expanding staffing due to recent agency growth. The Grants Manager is a key member of a dynamic development team, and works closely across the department and with all members of the Executive Team.

POSITION PURPOSE & OBJECTIVES:

The Grants Manager/Director leads StarVista's institutional fundraising efforts and its grants staff, providing both strategic oversight, process implementation, short- and long-term planning, as well as day-to-day management of a robust portfolio of new and current grants and contracts. The Grants Manager will write and edit proposals and reports for private and public funders, while coordinating content across departments. The Grants Manager will build and maintain relationships with foundation and government funders, ensuring StarVista meets revenue goals and contract requirements, and continue to develop new prospects and opportunities. The Grants Manager will develop and maintain proposal and report calendars, and ensure proposals and reports are submitted accurately and on time.

ESSENTIAL JOB FUNCTIONS:

Fundraising Strategy

- Work closely with Director of Development and Marketing to determine agency funding priorities.
- Work closely with Department Directors, Program Managers to produce clear, measurable, and compelling program objectives and outcomes.

Relationship Building

- Develop and foster relationships with government, foundation, and corporate grant-making staff.

Grant Proposals

- Manage and execute production of all grant proposals in coordination with Grant Writer and other development and program staff.
- Develop and coordinate annual schedule of grant applications and proposals, including renewals and potential new sources of funding.
- Work closely with Finance Department on budget presentation and reporting.
- Attend bidder's conferences and grant application training sessions as necessary.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Superior writing and editing skills
- Excellent verbal communication skills
- Ability to prioritize, organize, and manage multiple tasks and meet specific deadlines
- Proven initiative and ability to work independently under minimal supervision in a team environment
- Ability to motivate others and interface professionally with co-workers, volunteers, and other fundraising professionals
- Excellent analytical thinking and problem-solving skills, with ability to seek solutions collaboratively
- Commitment to providing excellent service to internal and external partners
- Ability to maintain confidentiality and data security
- Proficiency with Word and Excel

Title and salary will be determined based on skills and prior experience of hired candidate.

QUALIFICATIONS:

- Bachelor's degree and/or five years of grant writing experience in a non-profit environment.

All full-time employees receive medical, dental, vision, and life insurance benefits, accrue three weeks of vacation and two personal days in their first year of employment, and are eligible to participate in a Flexible Spending Account (FSA) and a 401K retirement plan. The agency recognizes 13 paid holidays annually. Flexible scheduling and telecommuting are possible. Reduced schedule can also be considered.

It is our belief that staff diversity promotes appropriate responsiveness to community needs, provides representative role models for all clientele, and improves the quality of our services in a host of ways.

Employment decisions and services provided to clients are not based on race, color, citizenship status, sexual orientation, gender identity or expression, national origin, ancestry, age, religion, creed, disability, marital status, veteran status, or any other characteristic protected by law. StarVista fully supports the Americans with Disabilities Act (ADA) and applicable state disability law.

To apply, please send a cover letter and resume, subject line: GRANTS MANAGER, to Robin Rudikoff, at robin.rudikoff@star-vista.org.