



Grants Manager

The Position

The Grants Manager assists with the overall fundraising for Family Service Agency through grant research, writing, reporting, grant calendar and process management, and strategic planning. Reports to the Director of Development and Communications.

1. Manage annual grant calendar, process and deadlines.
2. Implement grant strategic plan through grant research, writing, and reporting.
 - a. Research funding opportunities from various sources (private/public) with potential to provide funding to support FSA.
 - b. Prepare letters of intent, grant proposals, and public funding applications.
 - c. Prepare grant reports.
3. Develop/Maintain effective, long-term working relationships with grantors through stewardship activities to facilitate the grants process.

Employment Qualifications

1. An accomplished writer, proficient at directing and managing a competitive grant application process.
2. Strong computer skills.
3. BA/BS degree required.
4. Strong interpersonal and communication skills.
5. Ability to work well under pressure, manage several projects concurrently, and meet deadlines.
6. Ability to work independently with strong attention to detail and accuracy.
7. Two years minimum experience in grant writing, fundraising, communications or related field.
8. Valid automobile insurance, valid California Driver License and reliable transportation throughout Santa Barbara County, as necessary.

Classification, Hours and Pay Rate

- Position is full-time, nonexempt, with benefits
- Pay rate dependent on experience

Deadline to apply is 5PM on September 18, 2017

Please send cover letter of interest and resumes to:

Attention: HR
Family Service Agency
123 West Gutierrez St.
Santa Barbara, CA 93101
Fax: 805-965-2178
hr@fsacares.org
EOE