



Title: Grants Manager
Status: Full-Time
Reports to: Chief Development Officer

Job Description

OUR HOUSE Grief Support Center (OH) is the premier provider of grief services in Southern California. Currently celebrating our 25th anniversary, the agency has grown to include three locations, dozens of satellite sites, and four key service lines, with a strategic plan in place for further expansion. The Grants Manager will be a key member of the agency's Development team. We seek a talented, motivated and proven Grants Manager to serve as the primary grant researcher and writer, manage funder relationships, engage in compliance reporting, and support program and special project initiatives. This position requires strong writing, data analysis, program budgeting, project management skills, with an emphasis on grant compliance and outcomes measurement.

Key Responsibilities

- Lead grant proposal development/submission—preparing and organizing materials for proposals and submitting and monitoring grant applications.
 - Maintain OH's library of grant support documents including resumes, bios, IRS forms, Board/staff diversity lists, etc.
 - Draft proposals and grant application narratives, and collaborate to finalize with the Director of Development, Chief Development Officer and CEO.
 - Submit grant applications via paper or online portals and maintain OH's list of passwords.
 - Execute thank you letters and grant contracts/agreements.
 - Ensure acknowledgment of funders/investors via OH's website, e-newsletter, and social media.
 - Research new funding opportunities.
- Maintain grant compliance and reporting, including outcome measurement and grant budgets—taking responsibility for meeting high standards of effectiveness, timeliness, and completeness.
 - Monitor and maintain the funder and investor reporting schedules and requirements.
 - Track progress toward organizational and programmatic outcomes and goals.
 - Request reimbursements and drawdowns as needed.
 - Draft compelling progress reports to funders that fully capture programmatic success.
 - Assemble all necessary supporting materials and documents including budget reports, outcome measurements, success stories, etc.
 - Submit reports to funders and investors.

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- Research statistics, trends and data for grant proposals and community advocacy
 - Perform research and data gathering—both from external sources, as well as OH’s programs.
 - Assist in developing presentations for various stakeholders
- Other duties as assigned.

Qualifications

- Bachelor’s degree and/or 3-5 years’ work experience with a nonprofit organization.
- Minimum of 3 years’ experience in fundraising, grant writing or grants management required
- Demonstrated analytical and persuasive writing skills experience as well as superior editing skills, including ability to convey complex information in a clear manner to a diverse audience
- Strong administrative skills and self-motivated with the ability to set priorities and manage multiple tasks under minimal supervision in effective and efficient manner
- Intermediate to expert skills in Microsoft Office (specifically Word, Excel and Powerpoint)
- Ability to work under pressure and respond to deadlines without sacrificing quality
- Ability to thrive in an entrepreneurial, team-oriented, and mission driven environment.
- Demonstrated interest in grief support and the mission, vision and values of OUR HOUSE.

Interested applicants can send a cover letter, resume and salary requirements to Sylvia Moskovitz at sylvia@ourhouse-grief.org.