



Title: Grants Manager
Status: Full-Time
Reports to: Director of Development
Location: West Los Angeles or Woodland Hills
Salary: \$55,000 - \$75,000 DOE

OUR HOUSE Grief Support Center is the premier provider of grief support services in Southern California. For three decades, OUR HOUSE has helped thousands of children, teens, and adults in Los Angeles County find healing after the death of someone close. Our vision is to create a world in which grief is embraced, understood, and respected. Currently celebrating our 30th anniversary, we seek a talented, motivated, and proven Grants Manager to join our Development team.

Job Summary

The Grants Manager will be responsible for all grant writing and compliance reporting for OUR HOUSE, which includes dozens of grant submissions each year. Working closely with the Director of Development, the Grants Manager will also manage corporate and foundation relationships, engage in prospect research, and gather data from program staff. This position requires strong writing, data analysis, project management, and interpersonal competencies, as well as comfort working with mortality data and grief narratives. Grant writing experience for a human services nonprofit and knowledge of best practices and trends in grantmaking preferred. Salary is commensurate with experience and responsibilities.

Essential Job Duties

- Lead grant proposal development and submission—preparing and organizing materials for proposals and submitting and monitoring grant applications.
- Maintain OUR HOUSE’s library of grant support documents including budgets and financial documents, IRS forms, Board and staff diversity lists, etc.
- Communicate regularly with program staff to gather output, outcome, and narrative data.
- Collaborate with the Director of Development and Executive Director to finalize grant submissions.
- Execute grant agreements and acknowledgement letters.
- Manage grant recognition for corporate and foundation supporters.
- 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 funder reporting schedules and requirements.
- Draft compelling progress reports to funders that fully capture programmatic success.
- Maintain Grants Program submission data in fundraising database and internal tracking documents.
- Research statistics, trends, and data for grant proposals and community advocacy.
- Assist with other Development responsibilities as needed.

Basic Qualifications

- Bachelor's degree or equivalent and 1-3 years of experience working with a nonprofit organization. Grant writing or nonprofit experience can be substituted for a Bachelor's degree.
- Demonstrated analytical and persuasive writing experience as well as superior editing skills, including the ability to convey complex information in a clear manner to diverse audiences.
- Strong administrative skills and self-motivated with the ability to set priorities and manage multiple tasks under minimal supervision in an effective and efficient manner.
- Intermediate to expert skills in Microsoft Office (Word, Excel, PowerPoint, SharePoint).
- Capacity to work under pressure and respond to deadlines without sacrificing quality.
- Commitment to Justice, Equity, Diversity, and Inclusion, including use of empowering, person-centric language that honors the dignity of our clients.
- Demonstrated interest in grief support and the mission, vision, and values of OUR HOUSE.

Benefits

- Hybrid Work Schedule (Three days in either the West LA or Woodland Hills office)
- Medical, Dental, and Vision Plans
- 403B Retirement Plan
- Eligible for Public Service Loan Forgiveness

Interested applicants can send a resume and writing sample to Joshua Goldman at Josh@ourhouse-grief.org.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.