



## Grant Manager

### Mission

*ElderHelp provides personalized services and information that help seniors remain independent and live with dignity in their own homes.*

### Values

*COMPASSION - we are supportive, caring, and strive to strengthen the lives of others*  
*INTEGRITY - we do the right thing when no one is looking and remain focused on those we serve*  
*COMMUNITY – we seek collaboration and effective communication*  
*ACCOUNTABILITY – we are dependable and responsible*  
*RESPECT – we honor the process of aging, consider the ideas of others, and value diversity*  
*EXCELLENCE – we are responsive, innovative and strive for quality in all we do*

### Organizational Expectations

ElderHelp employees are flexible, positive, have a good sense of humor, contribute to the solution, seriously integrate the organization's values into their work, and work hard to make a positive difference in the lives of seniors.

### POSITION EXPECTATIONS

ElderHelp's Grant Manager is organized, accurate, thorough, and works with attention to detail. The manager is a dynamic leader, able to handle multiple time-sensitive tasks at one time.

### POSITION SUMMARY

The Grant Manager works as a part of the Development Team and is responsible for researching, preparing, submitting, and managing grant proposals/reports that support the agency's goals and meet funder guidelines and criteria. This person serves as the primary grant writer and is responsible for all aspects of grant management including tracking, managing deadlines, external and internal communications related to grant submissions, and reporting. The Grant Manager also manages funder relationships in conjunction with the CEO/Executive Director and Director of Philanthropy and supports special project initiatives. Grants are a significant percentage of ElderHelp's total revenue and therefore this position must have a clear and successful plan for grant timing, submissions and locating potential new grant revenue sources. Understanding the aging and healthcare field and how it relates to grant objectives and benchmarks is key.

### REPORTS TO

Director of Philanthropy

## **ESSENTIAL FUNCTIONS**

This position requires a person of demonstrated integrity, accountability, dependability, maturity and professionalism. Along with solid fiscal analysis abilities, the individual should be highly proficient at written and verbal communication and possess strong planning and problem-solving skills. While being a highly organized independent worker, the individual should be a team player able to represent the agency with professionalism in all situations.

### **Key Responsibilities:**

- Leads the development and submission process for all grant proposals, applications and narratives, budgets, and LOIs.
- Works with the Grants Team to assign tasks and ensures they are completed in a timely manner.
- Submits and monitors grant applications and conducts appropriate follow up with funders as needed.
- Conducts research for new funding opportunities on a local, state, and federal level.
- Develops and maintains effective working relationships with donors and foundations.
- Develops and maintains master grants plan.
- Manages the Grants and Development Coordinator by providing ongoing supervision and professional development opportunities.
- Directs the work of the Grants and Development Coordinator to support proposal and report writing, grant tracking and monitoring, and other tasks.

### **General Responsibilities:**

- Attends regular staff meetings.
- Attends ElderHelps events.
- Other duties as assigned.

## **MINIMUM QUALIFICATIONS**

Candidates for the Grant Manager position must have strong written and oral communication skills as well as a minimum of three years proven grant management experience. This position requires a Bachelor's Degree in art, communications, or a related field. Candidate must have excellent computer skills, including Word, Excel, and Donor Perfect and other grant management systems. Candidates must be self-motivated, have good time management, and be accurate in documentation and reporting.

## **SALARY & BENEFITS**

This is a full-time, hourly position offering \$28-31/hour DOE, plus benefits. ElderHelp offers a generous benefits program:

- 100% employer paid Gold-level medical and dental plans
- No waiting period for benefits enrollment
- 100% employer-sponsored telemedicine solution
- Flexible and hybrid work schedule
- 401(k) plans and employer matching

- 10 paid holidays
- Employees are provided an additional one-week paid time off in addition to vacation and sick accrual
- Professional development
- Education reimbursement
- Team bonding days

## **WHO WE ARE**

ElderHelp has a culture of teamwork and inclusion where we believe we are better together. We value the differences in our community and believe those differences are what makes us a stronger organization. We offer opportunities for staff to participate in DEI trainings and create safe spaces to learn and share about this important work.

Our Board of Directors, staff, and volunteers come together with a shared passion for our mission supporting each other to meet the needs of the community we serve.

## **TO APPLY**

Send cover letter and resume to Sarah Benson at [sbenson@elderhelpofsandiego.org](mailto:sbenson@elderhelpofsandiego.org). Please refer to our website for more information on services and programs. Please no phone inquiries, fax transmittals, or walk-ins.

***This Job Posting is intended to describe the general nature and level of work being performed. It is not meant to be construed as an exhaustive list of all responsibilities, duties and skills required by this job classification.***

***ElderHelp of San Diego is an equal opportunities employer that values diversity in its many forms. ElderHelp does not discriminate in its employment practices or policies on the basis of race, color, creed, ethnic or national origin or ancestry, age, gender, religious beliefs, sexual orientation, veteran status or disability.***