

Grants 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 Grants Manager brings precision, thoroughness, and sound judgment to a fast-paced, deadline-driven role. This is a dynamic position: the Grants Manager oversees grant applications which generate more than \$1M in revenue by partnering closely with ElderHelp's leadership, finance, and program teams to build compelling, well-substantiated proposals.

POSITION SUMMARY

The Grants Manager is responsible for researching, preparing, and submitting grant proposals and reports that advance ElderHelp's mission and meet each funder's guidelines and criteria. As the agency's primary grant writer, this person owns every stage of the grants process, including tracking deadlines, coordinating internal and external communications, and ensuring timely, accurate reporting. The Grants Manager also helps manage funder relationships alongside the CEO/Executive Director and Director of Philanthropy.

Because grants represent a significant share of ElderHelp's total revenue, this role requires a combination of strategic and process-oriented thinking to successfully manage grant timing, submission planning, and identifying new funding sources. A passion for serving older adults and ability to understand how ElderHelp's work connects to funder priorities and outcome benchmarks is essential to writing competitive proposals.

REPORTS TO

Director of Philanthropy

ESSENTIAL FUNCTIONS

This role calls for a person with demonstrated integrity, accountability, dependability, maturity and professionalism. The Grants Manager should be a highly proficient written and verbal communicator with sharp planning, fiscal analysis and problem-solving abilities. This is a highly organized, self-directed worker who is comfortable representing the agency with professionalism in every setting.

Key Responsibilities:

- Leads the development and submission of all grant proposals, applications, narratives, budgets, and letters of inquiry (LOIs), ensuring each is accurate, persuasive, and submitted on time.
- Directs the Grants Team's bi-weekly meetings and ongoing workflow: assigning tasks, managing draft revisions and approvals, and holding the team accountable to deadlines.
- Submits and tracks grant applications and conducts timely follow-up with funders to keep submissions moving and communications open.
- Builds and sustains relationships with donors and foundations by attending site visits, funder briefings, public hearings, and related events.
- Researches new funding opportunities and makes data-informed recommendations on which to pursue.
- Maintains a master grants calendar and master grant narratives to keep the team efficient and consistent across submissions.
- Creates grant overview sheets for each awarded grant and directs colleagues in monitoring program deliverables, budgets, and reporting to ensure compliance with the grant agreement's terms.

General Responsibilities:

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

MINIMUM QUALIFICATIONS

In addition to possessing passion for ElderHelp's mission, candidates for the Grants Manager position must have strong written and oral communication skills as well as a minimum of three years proven grant management experience. 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 position offering an annual salary of \$70,000 - \$75,000, DOE, plus a generous benefits program:

- 100% employer paid Gold-level medical and dental plans
- No waiting period for benefits enrollment
- 100% employer-sponsored telemedicine access
- Flexible and hybrid work schedule
- 401(k) plans and employer matching
- 10 paid holidays
- Paid Vacation and sick accrual
- Professional development
- Education reimbursement
- Team bonding activities

TO APPLY

Send cover letter and resume to Sarah Benson at sbenson@elderhelpofsandiego.org. Resumes without a cover letter will not be accepted. Please refer to our website for more information on services and programs. Please no phone inquiries, fax transmittals, or walk-ins.

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.