



Grants Manager

Full-time Exempt with Benefits

Grey Bears, a 501(c)(3) nonprofit organization, delivers 2.5 million pounds of food and other services for seniors, families and farmworkers throughout Santa Cruz County each year. We also manage a variety of business enterprises focused on reuse and recycling. Grey Bears is supported by more than 500 volunteers and significant in-kind and public support. For more information visit greybears.org.

The Grants Manager identifies and writes grants, cultivates relationships with foundations and other grant making organizations, donors, and in-kind donations, and manages the donor database. Your outstanding written, organizational and communication skills will support an environment for improvement, growth and change.

Responsibilities

- Identify, schedule, write and track grant applications, including grant budgets and reports.
- Support annual giving, major gifts, planned giving, and e-philanthropy.
- Research and advise on trends in the community and region, potential collaborations with other nonprofits, and adapt fundraising strategies as necessary.
- Identify and cultivate goals, strategies and approaches to generate higher levels of giving from donors, foundations and corporate and individual prospects.
- Assist with fundraising activities and the planning and execution of annual fundraising event.
- Support donor stewardship and recognition programs.
- Contribute to informational materials, including press releases, key messaging, brochures, e-newsletters, and provide input for social media and website content.
- Works closely with the Executive Director and Accounting Manager to achieve near and long-term fundraising goals.
- Performs other responsibilities and opportunities as assigned.

Skills and Qualifications

- Demonstrated success in grant writing and fundraising.
- Strong organizational abilities including planning and program assessment.
- Ability to convey a vision of Grey Bears strategic future to funders and donors.
- Excellent written and verbal communication skills; a concise, persuasive and passionate communicator.

Requirements

- BA/BS degree; additional professional development a plus.
- Minimum of 3-5+ years of nonprofit grant writing and fundraising experience with measurable results and excellent references.
- Experience in donor cultivation and writing annual appeals.
- Strong work ethic and commitment to programs that support seniors, resource conservation, reuse and recycling.
- Flexible schedule that accommodates the needs of the organization.

Compensation

Full-time, exempt position 40 hours/week with a generous compensation and benefits package including medical, dental, vision plans, vacation plus observed holidays, and a 403b retirement plan.

Position is open until filled. To apply, please send resume with cover letter and 2-3 writing samples to:

Executive Director
Grey Bears
2710 Chanticleer Ave
Santa Cruz CA 95065
Email materials to: careers@greybears.org

Grey Bears is proud to be an equal opportunity workplace dedicated to cultivating a diverse and inclusive work environment. We strongly encourage people of all races, ethnicities, gender identities, sexualities, classes, and religious identities to apply.