



39155 Liberty Street, Suite C 310 Fremont, CA 94538 (510) 574-2250 phone(510) 574-2252 fax info@save-dv.org

CONTRACT MANAGER AND GRANT WRITER

Job Description

Responsibilities

The Contract Manager & Grant Writer will provide the following services to SAVE:

1. Funding Research

- Use the Foundation Center's FC Search, the SAVE database, and other resources to identify potential funders for the agency's clients.
- Review the funders' web sites and all printed application guidelines to determine if the foundation, government agency or corporation is a good match for SAVE.
- Make recommendations regarding whether SAVE should apply to each prospective funder (and if so, for how much and by what deadline), and record all relevant information about these funders into SAVE's Grants Management Database, which the Grantwriter will develop and maintain.
- Develop and maintain a thorough understanding of all grant contracts acquired by SAVE.
- Ensure overall quality and accuracy of all grant contract documents leaving the agency.
- Train and assist SAVE managers in the preparation of contractual reports and documents, and be responsible for the preparation and submission to the funding entities.

2. Proposal Preparation

- Provide program planning consultation to SAVE including:
 1. Determining the measurable goals and objectives of the project
 2. Substantiating the need for the program in the community
 3. Determining the precise procedure that the organization intends to use to carry out the program objectives
 4. Helping SAVE to devise evaluative procedures and systems
- Write boilerplate proposals and "letters of intent" (LOIs) for SAVE.
- Adapt boilerplate proposals and LOIs to the unique specifications of the funders, as described in their guidelines and web sites.
- Assemble proposals and LOIs for submission to SAVE, including all photocopies, cover letters, budgets, and addenda.
- Record all relevant information regarding proposal submissions in the agency's custom-designed Grants Management Database.

3. Budgeting

- Work with SAVE to create specific project budgets.
- Note: the agency uses a budget template developed in-house. Although the firm is willing to train any new staff on the use of this template, the Contracts Manager & Grant Writer position is intended for someone very comfortable and familiar with nonprofit budgets.

4. Contracts Management

- Develop and maintain thorough knowledge of SAVE contracts.
- Responsible for preparation and submission of government contract applications.
- Train staff to complete required documentation and reports. Create manual for data collection procedures.
- Coordinate the completion and submission of required reports.
- Prepare, in collaboration with program staff and the Director of Finance, contract budget modifications.
- Develop and manage payroll allocation plan to ensure contract spend-downs, make necessary allocation changes.
- Routinely monitor contract performance and bring performance issues to the attention of the appropriate manager, the Director of Finance, and the Executive Director.
- Maintain agency contract binders/files for general use and files for the Director of Finance and the Executive Director's office.
- Maintain a current roster of contract monitors and related personnel with contact information (phone, fax, e-mail, street address), application deadlines, and invoice and report deadlines.
- Working with the assistance of the Director of Finance, implement a policy of "problem prevention."
- Develop professional working relationships with government monitoring staff.

5. Administrative

- Create and maintain a grants management database
- Supervise data entry/IT staff (1 full-time, volunteers)
- Write performance evaluations for supervised staff
- Attend and participate in staff meetings and agency committees

Preference will be given to applicants who can provide other types of skills to SAVE including:

1. Strategic Fund Raising Planning

- Work with SAVE to develop a realistic strategy for raising funds.
- Provide consultation to SAVE on the basics of direct-mail appeals, special events, major donors, fee-for-service, etc.

2. Marketing

- Spearhead various projects to market the services of the agency. Examples may include:
 1. Responding to phone calls and e-mails received from prospective clients interested in the agency's services.
 2. Helping to write content for the agency's web site.

Compensation and Benefits

Salary commensurate with experience. Impressive benefits package including:

- A minimum of two weeks vacation, 11 paid holidays, and sick leave for full time employees).
- Health & Dental Plan.
- Retirement Plan (with employer match up to 1% of annual base salary).

Selection Procedure

1. Interested parties should send or email a resume to SAVE (see contact information below). Please also include a cover letter not to exceed one page that describes your interest in this position.
2. Some candidates will be contacted by telephone to schedule a "first-round interview." Those candidates will be sent an Application for Employment to be completed and brought to the interview. Those not selected for a first-round interview will not be notified due to the large number of applications received throughout the year.

Requirements

Three year minimum experience in contract management and grant writing; one year in a non-profit setting; ability to manage time and tasks effectively; capacity for detail work; demonstrated ability to train people; Bachelor's degree or equivalent experience

required; ability to work in a team environment, yet be self-directed, as required. Supervisory experience required. Experience in strategic fund raising is desired.

Contact Information

SAVE

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SAVE is an equal-opportunity employer.