



## Job Announcement

### Grants Manager

(Full-time, Exempt, \$110,000-120,000)

#### Our Mission

All Home is a Bay Area organization that advances regional solutions to disrupt the cycle of poverty and homelessness, redress racial disparities in outcomes, and create more opportunity for economic mobility for extremely low-income (ELI) individuals and families. All Home works across counties, sectors, and silos to advance coordinated, innovative solutions and to build a movement to challenge the status quo that perpetuates homelessness.

#### Our Values

- Be courageous in action and brave in speaking the truth
- Work hard, work with joy and deliver results
- Operate with humility
- Strive for impact through collaboration and partnership
- Fight for equity and social justice
- Be transparent with our words and actions
- Honor the wisdom of lived experiences

#### Job Summary

The Grants Manager has primary responsibility for All Home's fundraising and grantmaking, with strong support from the COO and CEO/Founder. Fundraising includes securing robust funding from foundations, grant-writing and reporting, and funder identification, cultivation, and relationship management. Grantmaking includes developing and implementing procedures to disburse invitation-only grants through two fiscal sponsors.

The ideal candidate will have experience with fundraising, grantmaking, and All Home's issue areas, and they will also possess excellent communication, project management, problem-solving, and interpersonal skills.

#### Key Responsibilities

##### ***Fundraising - 65%***

- Working closely with the CEO/Founder and COO, develop and implement annual foundation prospecting plan, including projections, goals, and activities; track progress
- Maintain steady and robust funder pipeline: identify potential funders, work with staff and Advisory Board to identify connections, research and qualify prospects, work towards solicitation of funding, submit proposals, and ensure ongoing stewardship

- Act as lead writer on all grant proposals, letters of inquiry, and reports for funders
- Support development of proposal budgets and financial reports, with guidance by COO
- Review grant award letters/agreements to track requirements and ensure compliance, and ensure relevant proposals, budgets, and reports are provided to fiscal sponsor
- Track programmatic goals, objectives, and activities against deliverables for institutional funders, helping leadership and staff understand and monitor progress
- Ensure reports are submitted in a timely fashion: track deadlines and requirements, work with relevant staff to collect materials, draft and review narratives
- Plan and implement communications strategy for current and key prospective funders, drawing information from relevant staff and providing regular updates
- Propose, establish and maintain a cloud-based system to track grants and funder contacts and use the system to plan grant-seeking, reporting, and communications
- Develop major donor giving, including meeting with prospects/donors to cultivate and solicit support, and assess potential to launch a more significant major donor campaign

### **Grantmaking - 35%**

- Administer grantmaking programs for homelessness prevention, implementation of Regional Action Plan, and other All Home priorities, at the direction of executive staff
- Support executive staff to identify grant recipients and purposes in keeping with funders' goals, and to develop RFPs when needed
- Implement an evolving grantmaking process; propose improvements to make it systematic and responsive to staff, funders, and recipients
- Review support materials to assess feasibility of proposal and applicant's capacity to achieve objectives, and to ensure recommendations follow grantmaking process
- Prepare grant recommendations, in partnership with applicants and relevant staff, and support presentations to Advisory Board, Community Advisory Council, and staff
- Work with fiscal sponsors to prepare grant award documents for distribution by fiscal sponsor, ensuring accuracy of terms and conditions
- Develop reporting requirements in collaboration with relevant staff
- Instruct grantees on grant conditions, reporting requirements, and schedules
- Conduct preliminary review of grant reports, including narratives, metrics, financials, and deliverables, for compliance and results
- Track, file, and make available relevant grant and grantee information on shared drive, to ensure data integrity and coordination among relevant staff
- Support reporting on grant-making and grantee activities, as needed for project funders, Advisory Board, and other partners
- Serve as primary point of contact for grantees

### **Qualifications**

- Bachelor's degree in a related field preferred; alternately, an Associate's degree plus one additional year of relevant work experience, or two additional years of relevant work experience, can be substituted for a Bachelor's degree
- Minimum of 5 years of relevant experience, including fundraising, grantmaking, and/or issue advocacy on All Home's core issues
- Minimum of 3 years of fundraising OR grantmaking experience:

- fundraising experience should include writing grant proposals and managing a grant portfolio, preferably in an issue-driven advocacy setting
- grantmaking experience should be from the nonprofit or foundation sector, preferably on related issues
- Familiarity with policies, stakeholders, and processes related to homelessness, housing, economic development, and/or anti-poverty issues, preferably in the Bay Area
- Ability to work independently and collaboratively in a diverse work environment, listen to and learn from feedback, and make decisions in accordance with established policies
- Strong organizational skills and ability to manage multiple projects
- Comfortable working with ambiguous and evolving projects
- Ability to develop and sustain collaborative working relationships with diverse partners
- Demonstrated ability to work in a diverse environment with a racial equity focus
- Excellent communication, interpersonal, and problem-solving skills
- Experience with a cloud-based constituent relationship management system for grants
- Fluency with Google Workspace (Gmail, Calendar, Docs/Sheets), MS Office suite (Word, Excel, PowerPoint), Zoom, Slack, and other communications channels for remote work

## Reporting + Organizational Relationships

This position will report to the Chief Operating Officer and work closely with the Chief Executive/Founder.

All Home is an independent project operating under the fiscal sponsorship of Tides Center and its 501(c)(3) status. All Home staff are all officially employees of the Tides Center.

## Compensation & Classification

All Home is committed to paying competitive wages. Salary range is \$110,000-\$120,000, starting at mid-point if minimum years of experience are met. Through our fiscal sponsorship with the Tides Center, we have a competitive benefits package with health, dental, vision, and life insurances, matching funds for retirement, and more. This is a full-time exempt position.

## How to Apply

**Please submit a resume and cover letter to [GrantsManagerJob@allhomeca.org](mailto:GrantsManagerJob@allhomeca.org).** Your cover letter should express your interest in working at All Home and your qualifications for the role, and , and we encourage you to list your LinkedIn profile on your application. **Priority will be given to applications received by April 20, 2022.** Position is open until filled.

## Hybrid Work Environment

All Home is committed to the safety of our staff and to facilitating connection and community with each other. All Home staff have been working from home since March 2020, with occasional in-person meetings. Starting January 2022, and subject to continuing evolution based on relevant health orders, we have a hybrid workplace model defined by a combination of remote and in-person work. We have mandatory in-person all-staff gatherings each quarter. Staff will also be expected to attend other in-person meetings as

needed. Starting in January 2022, employees will be able to use our limited office space on an occasional basis. This arrangement will continue to evolve.

## **COVID Vaccine Requirement**

All Home employees are required to confidentially show proof of COVID-19 vaccination as a condition of employment, unless the employee seeks and receives an accommodation due to a medical condition or sincerely held religious belief or practice.

## **Driving and Local or Domestic Travel**

The employee will be required to travel regularly to our office in downtown SF, to meet with partners throughout the region, and occasionally to conferences or events held in other regions of the U.S. Decisions on local and domestic travel will be based on what's possible and prudent given the evolution of relevant health orders.

## **Physical Demands**

Physical demands include continual sitting, typing, and repetitive computer use for up to 8 hours a day. The position also requires frequent communication with others, including hearing and speaking clearly with individuals and groups, both in person and via phone and video calls. These demands are representative of those that must be met to successfully perform the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Equal Employment Opportunity**

All Home is fiscally sponsored by Tides Center, an equal opportunity employer. We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions. We encourage and will consider for employment qualified applicants with arrest and conviction records.

## **Applicants with Disabilities**

Reasonable accommodation will be made so that qualified applicants who are disabled may participate in the application process. If you seek an accommodation, please advise in writing at the time you apply.