

**POSITION:** Grants and Program Sustainability Manager  
**REPORTS TO:** Chief Program Officer  
**STATUS:** Exempt, Full-Time  
**COMPENSATION:** \$4853-\$5,000 per month DOE  
**BENEFITS:** Medical, Dental, Vision, Life Insurance, FSA; Employee Assistance Program; 401(k), Paid Holidays, Sick, and Vacation; Annual professional development opportunities  
**LOCATION:** Midtown Sacramento, CA  
**DESIRED START DATE:** 01/04/2021

**JOB SUMMARY:**

The Center is on a rapid growth trajectory and looking for an effective Grants and Program Sustainability Manager to oversee the grant development and management process. Responsibilities include coordination of grant research and writing, contract budget and reporting management, and compliance for all federal, state, local, government and foundation grants at the Center. This position oversees the implementation of grants including documenting all necessary policies and procedures, system set-up, data capture, staff training and serves as a nexus between the Finance Division and Programming Division to ensure smooth program sustainability and fiscal compliance to achieve mission driven outcomes. This is a new position, envisioned to be highly collaborative with diverse internal and external colleagues in all aspects of grant development and management. The successful candidate will have exceptional communication and organizational skills and enjoy working in a fast-paced dynamic environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 1) Manage internal and external compliance with contracts, ensuring adherence to policies, procedures, funder requirements, and legal regulations.
- 2) Oversee program evaluation across the Center, establish goals and outcomes, implement systems to capture data, ensure compliance with all grants requirements, evaluate overall results, and recommend policies, procedures, and action to achieve program aims and goals; Matrix development is needed for leadership and center overall grant tracking.
- 3) Prepare, compile, and coordinate the submission of all the components of grant reporting, including monthly, quarterly, bi-annual reports, grant budgets and budget modifications that align with funding objectives, and ensure that all documents are submitted ahead of deadlines.
- 4) Develop reports, data tracking, processing, and analysis of program impact and alignment with the Center's Strategic Plan.
- 5) Research funding opportunities that align with the short term and long-term funding needs and strategic planning goals of the agency.
- 6) Conduct the full range of activities required to prepare, submit, and manage grant proposals to federal, state, local and private foundation funding sources.
- 7) Maintain a calendar of submissions and other deadlines to ensure timely submission of letters of inquiry, proposal deadlines, and reports.



- 8) Develop and maintain collections of current research, statistics, and citations regarding the populations served by the Center for use in grant proposal submissions and other Development communications.
- 9) Cultivate and manage portfolio of foundation relationships through outreach and stewardship; establish relationship with current and prospective grantors.
- 10) In collaboration with the CPO and program staff, set budgets and personnel and cost allocations that comply with grant contract budgets and invoicing requirements.
- 11) Develop MOU's (Memorandum of Understanding) and contracts with stakeholders and facilities depending on grant needs.

**QUALIFICATIONS AND EXPERIENCE:**

- 1) Passion for the Center's mission and work to create a region where LGBTQ people thrive and a commitment to follow all policies and procedures of the organization.
- 2) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people.
- 3) Ability to establish and maintain effective working relationships with federal, state, regional, local agencies, community leaders and public stakeholders.
- 4) Excellent verbal and written communication skills, including strong organizational, detail, presentation, and interpersonal skills.
- 5) Demonstrated ability to meet deadlines in a fast-paced environment.
- 6) Proven ability to manage multiple responsibilities with competing deadlines.
- 7) Demonstrated success developing corporate and private foundation grant proposals that have been awarded in excess of \$100,000.
- 8) Self-motivated, ability to work in a team environment, and willing to work evenings and weekends when necessary
- 9) Proficiency working with computers and Microsoft Office software including Outlook, Word, Excel, PowerPoint, Teams, and OneDrive; Experience with financial and program management database systems including Raiser's Edge, Apricot, and similar systems.
- 10) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.

**REQUIREMENTS:**

- 1) A minimum of 2 years of full-time experience in grant writing research, evaluation, data system management, and software oversight, required;
- 2) 4-6 years of education or equivalent experience in related field with a concentration in Public Health, Sociology, Gender Studies, Queer Studies, Ethnic Studies, Community Development or related field.
- 3) Access to reliable transportation is required.
- 4) Offers of employment may be contingent on the satisfactory results of a criminal history background check.
- 5) Employees must be legally permitted to work in the United States.
- 6) The Sacramento LGBT Community Center is a drug free workplace, employees may be subject to a drug test.



This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

**TO APPLY:**

Email a cover letter and resume as attachments to [jobs@saccenter.org](mailto:jobs@saccenter.org) with the position title in the subject line; or submit a cover letter indicating the position you are applying for AND application/resume to 1015 20<sup>th</sup> Street, Sacramento, CA 95811. For more information visit [saccenter.org/careers](http://saccenter.org/careers). No phone calls please.

**ABOUT THE ORGANIZATION:**

The Sacramento LGBT Community Center works to create a region where LGBTQ+ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ+ community.

**EQUAL OPPORTUNITY:**

The Sacramento LGBT Community Center is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, non-binary, or intersex are encouraged to apply. The Center maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability (including HIV or AIDS), medical/mental condition, perceived physical disability or veteran status, or any other basis prohibited by statute.

