



## **JOB DESCRIPTION**

**POSITION:** Grants Manager

**REPORT TO:** Chief Development Officer

**JOB SUMMARY:** Responsible for the management of Dientes' grants program

### **OVERVIEW:**

Dientes Community Dental Care's mission is to create lasting oral health for the underserved children and adults of Santa Cruz County and neighboring communities. Our vision is to make prevention more common than treatment so that kids can focus on school instead of a toothache, adults can get and keep a job because they have a healthy smile, and seniors can eat. As a member of a three-person development team, the Grants Manager will work with the Chief Development Officer to develop and implement a comprehensive grants strategy.

### **DUTIES AND RESPONSIBILITIES:**

- Identify, research, assess, and pursue funding sources to support existing and planned programs.
- Develop, write and submit grant letters of intent, proposals and reports to foundations, corporations, government agencies and private individuals.
- Coordinate across the organization to report on the performance and impact of program activities that are funded by public and private sources.
- Work with operations and finance to develop proposal budgets.
- Organize and maintain both a tracking system for grant funding and grant information in donor database.
- Maintain a grants calendar to ensure that all deadlines and reporting requirements are met.
- Gather data and statistics for grant applications and reports.
- Manage contracts as required by funders.
- Write acknowledgement letters for all gifts granted and/or awarded.
- Develop and manage effective working relationships with foundation, corporate and government agency leadership and program officers.
- Organize and maintain grant files.
- Reconcile grant data entry activity against accounting records.
- Utilize Tableau for proposal development and grant reporting.
- Assist with donor prospect research.
- Support the development team on other fundraising-related activities, including fundraising events, individual appeals, and major donors.
- Represent organization at community events, as needed.
- Other duties as assigned.

## QUALIFICATIONS:

- **Motivation:** Desire to contribute to the non-profit mission of Dientes Community Dental Care and rally others behind the cause.
- **Education:** Bachelor's degree.
- **Technical Skills:**
  - Proven track record of successful grant writing for non-profits, with at least three years of experience writing and managing a grants program.
  - Excellent written communication skills with a strong ability to write and edit clear, structured, articulate and persuasive proposals.
  - Knowledge of non-profit fund raising, including cultivation, solicitation and stewardship, prospect research and tracking, and campaign structures.
  - Advanced proficiency with: Raiser's Edge database; Microsoft Office Suite (Excel, Word, PowerPoint, Publisher, Access); Adobe (Photoshop, Illustrator, InDesign, Acrobat); Word Press and HTML experience.
- **Project management:** Strong organizational skills, attention to detail, and experience in managing complex and multi-dimensional projects.
- **Time management:** Ability to work under pressure and consistently meet deadlines without compromising attention to detail.
- **Team player:** Strong ability to work independently as well as function cooperatively and productively as a member of a team. Great interpersonal skills.
- **Initiative:** Ability and willingness to be self-starting and take initiative.
- **Communication:** Exceptional oral and written communication skills, ability to convey ideas to different types of individuals. Strong editing skills. Positive, "can-do" attitude.
- **Confidentiality:** Ability to handle confidential material accurately and with integrity.
- **Volunteer management:** Experience motivating volunteers to accomplish goals.
- **Other:**
  - Must possess a valid CA Drivers License, auto insurance and reliable vehicle.
  - Must be physically capable of regularly lifting and/or moving up to 25 pounds, and occasionally lifting and/or moving up to 50 pounds.

## BONUS QUALIFICATIONS:

- Experience with donor and/or community relations
- Bi-lingual (English/Spanish) preferred

Dientes offers a rewarding career with excellent work/life balance, generous paid time-off and comprehensive employee health benefits program which includes medical, dental, vision, life and disability coverages, as well as a 403B retirement plan with a company match. Dientes is committed to providing culturally appropriate services. The ideal candidate will communicate effectively and respectfully with people from different racial, ethnic and cultural backgrounds and lifestyles and demonstrate a knowledge of, and sensitivity to, our patients' diverse needs.

[www.dientes.org](http://www.dientes.org)