JOB DESCRIPTION

Job Title:	**Grants Manager**
Job#:	**D3291701**
Status:	**Full-time, Exempt**
Supervisor:	**Director of Development**
Location:	**Fremont, CA**

About Abode Services:
Abode Services is a nonprofit organization that provides housing and services to homeless individuals and families in Alameda, Santa Clara, San Mateo, Santa Cruz, and Napa Counties.

Job Purpose Summary:
Support for Abode's programs comes from a combination of public and private funding sources. The Grants Manager is responsible for identifying, researching and preparing competitive grant proposals for these funding sources; developing and implementing grant administration policies and procedures; and providing grant writing support to program staff as needed.

Responsibilities:
- Lead the grant process from inception to submittal of proposals.
- Write content for grant proposals, reports, and other communications with funders.
- Provide support to program directors in the preparation of governmental funding opportunities.
- Build and maintain relationships with individual, corporate, and foundation funders.
- Communicate effectively with funders and stakeholders about Abode's mission, programs, and impact.
- Work collaboratively with program directors to prepare effective funding proposals.
- Research funding opportunities, including close analysis of proposal requirements and fit with agency mission/ scope.
- Arrange and facilitate funder site visits; including preparing staff members, materials and managing logistics.
- Monitor funding trends.
- Track grants in the eTapestry donor database and run monthly reports.
- Maintain organizational status updates on Guidestar, Charity Navigator and other websites annually or as requested by Director of Development and Executive team.

Qualifications:
- A minimum of two years' grant writing experience.
- Bachelor's degree required. Master's Preferred
- Knowledge of grants and grant administration systems, processes and budgeting.
- Exceptional written and verbal communication skills.
- Strong writing and editing skills, including experience in writing grant applications.

- Excellent project management skills, with an emphasis on planning and deadline management.
- Attention to detail with emphasis on accuracy.
- Ability to work independently, with an organized and flexible approach to work and ability to coordinate and prioritize among different tasks.
- Knowledge of local and national funders.
- Demonstrated ability to think strategically.
- Experience with eTapestry or other donor database.
- Proficient in MS Word, Excel and PowerPoint.
- Commitment to the values and mission of Abode Services.

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. We reserve the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at any time with or without notice.

Abode Service is an Equal Opportunity Employer and Drug Free Work Place