The Grants Manager leads all institutional giving initiatives, as well as follow-up reports and acknowledgments to funding sources. The position also requires excellent writing skills, time management for submissions and reports, research skills, and coordination between departments.

This is a regular part-time position, Monday-Friday, and can be a hybrid position working partly remote and partly at the Walnut Creek office. Hours may fluctuate due to workload and are expected to average 25-30 hours per week.

**Duties and Responsibilities**

* Research and identify new private foundations, corporate, community-based, and government (all levels) funding prospects to meet the organization's funding needs and match organizational priorities.
* Write compelling, well-written and well-documented grants.
* Develop and project manage proposals to government and private funding prospects.
* Develop and write reports to private and governmental funders to ensure compliance with grant requirements and to strengthen relationships with funders.
* Work closely with Leadership, Finance, and Programs teams to ensure accurate reporting.
* Develop and maintain grant proposal and reporting tracking system to ensure proposal and reporting deadlines and grant revenue projections are met.
* Maintain documentation of all grants, reports, and related information in an organized folder in MOWDR SharePoint.
* Work closely with agency and Program Leadership to develop and refine programs for funding proposals.