



Would you like to join Our Family?

Job opening posted: 11/19/18

Our mission is to eliminate homelessness and strengthen our community.
Vision- Our community is a better place to live, to grow up, and to grow older.

Our Family is a \$5 million agency in Tucson, AZ, that employs approximately 60 staff and hundreds of volunteers and interns. We provide shelter and support to homeless children, youth and families. We promote peace and understanding by helping people talk to each other. We help people learn to be better parents, improve their lives and build stronger families. We help elders live safely and with dignity in their own homes.

Our Family supports a healthy work-life balance and is routinely rated by its employees as having an enjoyable, friendly, flexible, and supportive work culture. We value our employees and hope you will consider joining our team! We are recruiting for the open position of:

Title: Grants Manager
Dept/Program: Development
Reports to: Chief Development Officer
Status: Full-time, Exempt

The primary purpose of this position is to oversee all grant functions of the agency with support and input from the Chief Development Officer. The Grants Manager oversees and directs the Grant & Foundation Relations Coordinator and the Database Administrator. This position reviews and applies for all government and private grant funding and coordinates submission of all grant reports as well as proper tracking of program outcomes. ,

The Development Department coordinates resource development, grant writing, major gifts and planned giving, fundraising, special events, marketing, communications, and public relations to support the programs and staff to acquire and maintain the resources they need to provide quality services.

All agency positions are expected to meet the agency standards for attendance and punctuality, positive interactions with others, effective work habits, knowledge and skills, judgment and ethics. The specific expectations and essential duties of this position include:

- Appreciates and supports the mission and goals of Our Family Services
- Creates and implements a realistic annual plan for the grants program to support the organization's mission and goals, annual plan and budget
- Oversees all aspects of grant applications and reporting, including targeted sponsorship applications, within deadlines
- Creates realistic grant proposals that can be effectively implemented with the funding requested
- Researches and strategizes new funding opportunities
- Develops interesting and compelling ways to communicate the agency's impact through narrative, infographics and external research
- Facilitates meetings with program staff to acquire sufficient and accurate information to write successful grants

- Develops and maintains sustainable community partnerships necessary to create competitive applications for funding and successful implementation of contracts
- Develops and maintains relationships with private funders, in partnership with the Chief Development Officer
- Manages site visits with current and potential funders
- Maintains and updates passwords, subscriptions, and enrollment in private grant-related external systems
- Creates and implements analysis protocols and regular reporting to the Chief Development Officer and other key leaders regarding upcoming funding opportunities, current activities and rates of success for grants program
- Contributes content to the Annual Report, agency newsletter and other communications
- Provides regular updates on progress and activities to the Chief Development Officer
- Manages collection and reporting of agency outcomes data
- Other duties as assigned

As this position is part of the agency's Leader's Group, the following leadership expectations also apply:

- Upholds agency staff values and expectations
- Engages in respectful and ongoing communication and problem-solving with others
- Follows protocol and established procedures while still being creative and taking initiative to do what needs to be done
- Acts as a positive and professional ambassador for the agency both internally and in the greater community
- Takes all practical steps to ensure a work environment that is safe, friendly, helpful, and free from harassment
- Successfully engages, coordinates, and motivates agency staff to achieve program or project goals
- Is able to face adversity, take unpopular stands, or engage in tough debates when necessary, but knows when to move on also

Scheduling flexibility:

This position generally works weekday, daytime hours. Some early evenings or weekends may be necessary to meet the needs of the position. Some flexibility in scheduling is available to meet employee needs, as long as agency and department needs are still being adequately addressed.

Qualifications:

- Bachelor's degree in a related field, plus 5 years' related experience. Extensive additional related experience may potentially substitute for a portion of the stated education requirement.
- Able to pass background check related to position requirements
- Strong communication and people skills
- Ability to work with diverse populations
- Ability to build strong relationships internally and externally
- Ability to be clear and concise in written and verbal communications
- Strong organizational skills
- Since driving may occasionally be required to fulfill the job functions, a valid Arizona driver's license, reliable transportation, clean driving record, and current auto insurance are preferred
- Considerable computer and technological skills necessary to create and update forms, write reports and policies, maintain appropriate correspondence, enter and retrieve information on database or spreadsheet, use email, and locate information on internet.

Compensation:

Salary for this position starts from a base of \$47,500 annually. Individual salaries are based on the number of years of relevant education and experience a candidate has beyond the minimum required for the position. Additional compensation may also be offered based on relevant licensure or certification.

Our Family offers excellent benefits!

- 10 paid holidays a year
- Benefits start the first of the month following hire
- Affordable medical (30+ hour employees) and dental benefits with a choice of plan options
- Employer-paid life insurance (30+ hour employees) with the ability to buy up additional coverage
- Generous paid time off with the ability to use time as it accrues with no waiting period
- A 403(b) retirement plan with an agency match
- Educational reimbursement available
- An investment in staff development, including many quality agency-provided trainings

To apply for this position, or to see a full listing of employment opportunities at Our Family, please go to our website at <https://www.ourfamilyservices.org/about/join-our-team/> You can submit a Word or .pdf application online. You can also drop a completed application off at our offices.

Our Family Services is an Equal Opportunity Employer. We especially encourage applications from veterans, individuals with disabilities, and alumni from national service programs such as Peace Corps and AmeriCorps.