



Grants Manager

Full Time/Exempt (40hrs/wk)

Center for the Pacific Asian Family (CPAF) is a non-profit organization recognized nationally for its pioneering work in domestic violence and sexual assault. CPAF's multi-lingual and multi-cultural services include a 24-hour hotline, short term and long term shelters, counseling, case management, and supportive services. CPAF also provides violence prevention programs, outreach, education and advocacy on the issues of family violence and violence against women, focusing on the Asian and Pacific Islander community.

CPAF is a community-based organization that draws from multiple disciplines to holistically serve individuals and families of many different sizes and cultural backgrounds. Staff work in environments where children are present and may be called upon to provide support as needed.

Summary Statement: As part of CPAF's Development team, the Grants Manager (GM) develops resources for the promotion of organizational stability, including raising funds through government, foundation and corporate sources. The GM works with program managers to implement program evaluation and data collection methods which effectively communicate the impact of CPAF's work.

Duties and Responsibilities:

- **Grants Management:**
 - Researching, identifying, and tracking foundation, corporate and government funding opportunities.
 - Cultivating and maintaining relationships with foundation and corporate program officers
 - Writing and submitting grant proposals as directed; working with fiscal and program directors to ensure appropriateness and feasibility of proposal design and budgets.
 - Ensuring that required funding reports are prepared accurately and submitted in a timely manner.
- **Data Management and Compliance:**
 - Developing and implementing processes for data collection and tools to track performance measures and deliverables
 - Maintaining CPAF's internal database; prepare and interpret data-driven reports to inform both staff and funders of program outcomes
 - Supporting program managers with grant audits; attend regular meetings with contractors to stay up-to-date on reporting requirements; train program staff on pertinent data collection changes.
- **External Communications:**
 - Reviewing external communications for grammar, clarity and spelling, and ensuring that content and methods are consistent with CPAF's mission, vision and goals;
 - Support staff to create content for annual report, monthly e-newsletter, special event program, appeal letters, press releases, etc.
- **Travel requirements:** Driving is an essential job function for this position in order to attend meetings and outreach events. Therefore the employee must have valid driver's license and use own vehicle or agency vehicle to perform duties.
- **Teamwork:** Provide general support asked of all staff which may include: responding to emergencies, providing hotline or site coverage, providing translation, maintaining a functioning office. Participate in program and organizational development and fundraising, and attend staff and team meetings.

Qualifications: The qualified candidate must possess demonstrated knowledge, skill, abilities and experience in the following areas:

General

- Minimum of 2 years of experience in nonprofit fund development and/or program implementation and evaluation.
- Committed to eliminating intimate partner violence, sexual abuse, and family violence; practices non-violence including non-corporal child discipline.
- Understands and is aligned with CPAF's organizational values.
- Understands and appreciates Asian/Pacific Islander cultures; is able to work with diverse communities (race, ethnicity, sexual orientation, disability, age, gender identity, class, etc.). Bilingual in an Asian or Pacific Islander language preferred.
- Must submit to DOJ level Live Scan and subsequent arrest notification, annual TB test and annual driving record search.

Job Execution

- Grant writing experience and familiarity with foundation and government grant seeking processes preferred.
- Demonstrable strong English language writing and oral communication skills.
- Proficient in Excel and familiar with program data collection systems.
- Must be detail-oriented and able to meet deadlines.
- Strong work ethic, self-directed and able to coordinate multiple tasks, and highly motivated.
- Able to work well independently and as a member of a team; able to work collaboratively and thrive in a flexible, evolving environment, adapt to situations and manage change effectively.
- Able to effectively and efficiently address crises and problem-solve with open communication
- Able to work occasional evenings or weekends if needed.
- Demonstrate excellent communication skills, both written and oral.
- Must complete 65-hour domestic violence/sexual assault certification training within six months of employment.

Interested parties please submit cover letter and resume to hr@cpaf.info and state where you saw our posting. Please include your name and the position you are applying for in the subject line. No phone calls please.

Center for the Pacific Asian Family (CPAF) is an Equal Opportunity and Affirmative Action Employer and does not discriminate against any employee or applicant on the basis of race, age, sex, color, religion, national origin or ancestry, sexual orientation, gender identity, citizenship, marital status, disability, political affiliation or belief, veteran's status, or any other characteristic protected by applicable federal, state or local law. CPAF is committed to fostering a diverse and safe work environment where employees respect one another and share a commitment to our organization's mission, values, and strategies.