



San Diego LGBT Pride

Job Description: Grant Manager

Job Title: Grant Manager

Reports to: Deputy Executive Director

FLSA Status: Exempt

Position Type: Fulltime

Pay: \$72,000 - 74,000/yr

Benefits: Medical, Dental, and Vision Insurance, PTO, 15 Holidays, & Professional Development

Schedule: M-F, Some Nights & Weekends

Location: In-Office

ABOUT SAN DIEGO PRIDE: San Diego Pride is a 501(c)(3) nonprofit organization with a mission to foster pride, equality, and respect for all lesbian, gay, bisexual, and transgender communities locally, nationally, and globally. San Diego Pride is a year-round LGBTQ education and advocacy organization and one of the oldest LGBTQ-serving nonprofits in San Diego, best known for our annual flagship celebrations - the Pride Parade and Festival - that brings together more than 350,000 individuals from San Diego and across the globe. San Diego Pride is also the most philanthropic Pride organization in the world, having distributed over \$3 million to LGBTQ-serving nonprofits since 1996.

ABOUT THE POSITION: San Diego Pride's Grant Manager is responsible for managing a portfolio of 750-800K in grant funding through federal, state, city, and charitable foundation grant opportunities. They are responsible for researching, developing, and writing inquiries, letters, and proposals requesting funds to support San Diego Pride's programs and services. They are also responsible for reporting the performance of program activities. A successful candidate will be able to craft funding proposals and reports clearly and compellingly and have excellent writing, research, and analytical skills. Candidates must be self-motivated, detail-oriented, and highly organized. This position will also oversee and administer our annual Pride Community Grants program that distributes 200K annually to LGBTQ+-serving organizations and programs each year.

ESSENTIAL DUTIES & RESPONSIBILITIES

Research and Technical Writing: Responsible for researching new grant opportunities that align with San Diego Pride's mission, vision, values, and strategic plan. Stay abreast of program developments and funding needs. In coordination with the Deputy Executive Director discuss funding strategies, priorities, and opportunities. Write compelling, persuasive, well-structured grant narratives and reports through the use of effective storytelling and relevant data.

Grant Administration: Oversees the maintenance of accurate and timely records, reporting calendar, and overall grant pipeline. Improves proposal-writing results by evaluating and re-designing processes, approaches, and coordination. Works closely with the Finance department to ensure that financial reports submitted with grant proposals are accurate. Ensures timely reporting for any grant deliverables as required by grantors.

Programmatic Support: As part of the philanthropic team of an organization that produces the largest civic event in San Diego, the grant manager will be expected to assist with the production of on-site events throughout the year.

Founded in 1974, San Diego LGBT Pride is a 501(c)3 nonprofit organization whose mission is: Fostering pride, equality, and respect for all lesbian, gay, bisexual, and transgender communities locally, nationally, and globally. www.sdpride.org

San Diego LGBT Pride • 3620 30th St, San Diego, CA 92104 • Careers@sdpride.org • 619-297-7683

REQUIRED KNOWLEDGE, SKILLS, & EXPERIENCE

- **Education:** A bachelor's degree is *required. *Any combination of experience, education, and training that would provide the equivalent knowledge and abilities may be considered.
- **Experience:** 2+ years of professional experience in grant writing with a proven track record of success.
- Experience developing and managing budgets. Strong understanding of financial reporting.
- High level of research, writing, proofreading, and verbal communication skills.
- Highly detail-oriented and can maintain systems for tracking grant deadlines, submissions, applications, works in progress, budgets, grant fulfillment, and reporting deadlines.
- Microsoft Office Suite and CRM/donor database experience required. Experience with GrantHub is a plus.
- Excellent written, oral, interpersonal, and presentation skills. Ability to professionally interact with various constituencies including donors, volunteers, staff, visitors, government officials, and the general public.
- Experience working with the LGBTQ community and familiarity with issues of relevance to LGBTQ people and intersectional justice issues. Demonstrated passion for obtaining resources for marginalized communities.
- Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.
- Employees working with San Diego Pride must be able to pass a background check, conducted by San Diego Pride before an offer of employment.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee will frequently lift up to 50 pounds. The employee may be required to travel for various work functions such as providing training and attending off-site meetings.

Work environment: All employees and volunteers of San Diego Pride must maintain an environment that is friendly, welcoming, and accepting of all Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and other members of our community.

To apply: Send a [resume, cover letter, and 3-page writing sample](#) to Careers@sdpride.org. No phone calls, social media messages, or office visits, please.

**** San Diego Pride is an equal opportunity employer****