



Job Title: Manager, Grants and Foundation Relations | **Region:** Headquarters

Department: Development | **Office Location:** Long Beach, CA

The **Manager, Grants and Foundation Relations**, will be responsible for managing foundation relations and grants strategy with Director, Corporate Partnerships. This includes researching, writing, and managing grant proposals to foundation, corporate, and local government funding agencies. The Manager will also lead strategies to cultivate and manage relationships with current and prospective institutional funders to secure revenue and support the organization's programmatic goals. Additionally, the Manager will oversee grant reporting and ensure compliance with all requirements throughout the grant life cycle.

Reports To: Director, Corporate and Foundation Relations

Compensation Level (8): This is a full-time, benefits-eligible position, with benefits beginning on the first of the month following the start date. The salary range for this non-exempt role is **\$58,000.00 - \$70,080.00**, depending on experience, specifically within Special Olympics.

ESSENTIAL DUTIES

Grants Management: 50%

- Collaborate with the finance team and program managers to develop and manage budgets, timelines, and other grant-related documentation.
- Lead the development and implementation of grant strategies with Director, Corporate Partnerships that align with organizational priorities.
- Maintain a pipeline of grant applications, adhering to internal and external deadlines.
- Manage a portfolio of institutional, corporate, and local government grants, ensuring timely submission of LOIs, proposals, and reports.
- Track grant reporting requirements, oversee the submission of progress and final reports, and ensure compliance with grant agreements.
- Utilize Raiser's Edge NXT to manage grant records, track prospects, and maintain comprehensive grant-related information.

Proposal Development: 30%

- Collaborate with Program and Development staff to identify funding needs, develop grant proposals, and ensure alignment with organizational strategies and priorities.
- Conduct research to identify potential funding opportunities from institutional and corporate foundations.
- Ensure proposals incorporate diversity, equity, inclusion, and anti-racism (DEIA) goals and innovative outcomes.
- Write compelling grant narratives and prepare supporting documentation, including budgets, evaluation plans, and other required materials.

CORE VALUES

Be ATHLETE centric | Be a TEAM player | Be a CHANGE agent | Be a LEADER



Funder Cultivation and Stewardship: 18%

- Collaborate with marketing and communication teams to ensure funders receive appropriate recognition and updates on funded projects.
- Engage with Regional Development Teams, volunteer leaders and other stakeholders to support the identification, cultivation, and stewardship of foundation partners.
- Identify opportunities to support Region Development Directors and Director, Corporate Relations in prospecting and cultivating relationships with prospective and current institutional funders, maintaining regular communication and updates.
- Organize site visits, presentations, and other engagement activities to steward funder relationships.

Administration: 2%

- Assists in the submission of properly approved invoices to the Finance Department, ensuring compliance with appropriate contracts and adherence to budget guidelines.
- Complete and submit individual timecards bi-weekly, ensuring accuracy and adherence to payroll deadlines.
- Complete and submit individual mileage reports, credit card expense reports, and reimbursement expense reports, ensuring proper documentation, budget approvals, and compliance with organizational policies and finance deadlines.

ESSENTIAL RESPONSIBILITIES: Collaborate with the supervisor to establish goals that align with the organization's strategic plan. Coordinates administrative processes and prioritizes, directs, & responds to matters involving administrative functions associated with operations. May use discretion and some independent judgment as a recognized expert in specific areas of responsibility. Will supervise varying levels of volunteers, including interns. May supervise hourly employees.

QUALIFICATIONS: To perform this position successfully, an individual must be able to carry out all essential duties and responsibilities effectively, with or without reasonable accommodation. The qualifications listed below represent the knowledge, skills, abilities, and competencies required to perform the role at a satisfactory level. This position may be required to occasionally lift or carry objects weighing up to 24 pounds. Reasonable accommodations will be made for qualified individuals with disabilities to enable them to perform the essential functions of the position, in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA).

WORK ENVIRONMENT: This position is primarily based at the assigned Special Olympics Southern California (SOSC) office noted above, where the typical noise level is moderate. The role involves regular driving and travel within the designated and surrounding counties. The employee may be asked to operate SOSC vehicles, rental cars, and/or event vehicles, with or without reasonable accommodation if applicable.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree from an accredited college/university or related professional experience.
- 3-5 years of directly related professional experience, including writing and managing grants and foundation relations.

CORE VALUES

Be ATHLETE centric | Be a TEAM player | Be a CHANGE agent | Be a LEADER



SKILLS AND/OR ABILITIES:

- A constant learner who is interested in being a proactive, positive member of the team.
- Background in organizational development and community outreach.
- Demonstrated experience with sophisticated database management and/or significant Raiser's Edge skills - leveraging RE to drive strategic and tactical planning preferred.
- Excellent written and verbal communication skills, including strong public speaking ability.
- Exceptional organizational and time management skills with keen attention to detail.
- Strategic thinker with the agility to execute tactically in a lean, resource-constrained environment.
- Strong analytical skills with the ability to interpret data and identify trends that inform strategic decision-making.
- Strong relationship-building and interpersonal skills; able to collaborate with diverse individuals and manage high-pressure situations.
- Must successfully complete a professional reference check and background screening, including a Motor Vehicle Record (MVR) review.
- Must possess and maintain a valid California driver's license and meet the minimum state-required automobile insurance coverage.
- The ability to travel throughout the assigned geographic areas, including occasional evenings and weekends, is an essential function of this position.
- If a condition prevents driving, the organization will engage in the interactive process to explore reasonable accommodations.

APPLY: Our team carefully reviews all resumes submitted for open positions. Due to the high volume of applications we receive, only candidates selected for an interview will be contacted. To apply, please email your resume and cover letter to hr@sosc.org.

Note: *This job description outlines the general responsibilities and requirements of the position and is not an exhaustive list. Duties may change or be assigned as organizational needs evolve.*