



Organization: Friends In Deed

Title: Grants Manager

Reports to: Senior Director of Development

Location: Hybrid, 1-2 days per week in office (Pasadena, CA)

Status: Non-exempt (hourly)

Hourly Rate: \$34-\$37.50 per hour, DOE

About Friends In Deed:

Friends In Deed (FID), a human and social services agency which celebrated its 130th anniversary in 2024, focuses on reducing and preventing homelessness and alleviating the effects of poverty for the community's most vulnerable citizens. FID operates five programs: Food Pantry, The Women's Room (a day shelter for homeless and at-risk women), Street Outreach and Housing, Bad Weather Shelter, and Eviction Prevention and Rental Assistance. Friends In Deed is committed to providing compassion, connection, and dignity for all clients experiencing times in their lives when they need assistance most.

About the Position:

Friends In Deed is seeking a Grants Manager to join our dynamic Development team. This full-time position will manage and expand our portfolio of foundation, government, and corporate grants, supporting our mission, programs, and services. The ideal candidate will be a strategic thinker with the ability to manage multiple projects and deadlines in a fast-paced environment, as well as having excellent writing, communication, and organizational skills.

Primary Responsibilities

Research Funding Opportunities:

- Conduct online research to identify potential grant opportunities for Friends In Deed (using online grants databases and other funding resources).
- Track relevant private and government funding sources that align with the organization's mission and goals.
- Compile reports summarizing funding opportunities for the Senior Director of Development's review.
- Stay informed about current trends and best practices in the homelessness sector, filing relevant articles.

Drafting and Editing:

- Write compelling grant proposals, letters of inquiry, and sponsorship requests for foundations, corporations, and government agencies.
- Update boilerplate answers for grant proposals, including program summaries, services offered, numbers served, demographics, and intake processes.
- Compose and assist in drafting sections of grant proposals, ensuring alignment with donor requirements and organizational priorities.
- Edit and proofread grant proposals and reports for clarity, consistency, and accuracy.
- Collaborate with team members to gather necessary information for proposal writing.

Collaborative Support:

- Work closely with senior leadership and program directors to align research and writing with grant application strategies.
- Assist with organizing and maintaining a calendar of grant deadlines and follow-up tasks.
- Track grant progress and ensure all reporting requirements are met.

- Support senior leadership and program directors in preparing for funder meetings and ensuring timely stewardship.
- Coordinate with program staff, finance team, and senior leadership to collect and synthesize data for grant proposals and reporting.

Administrative Tasks:

- Assist with general administrative tasks related to grants, such as organizing documents, maintaining records, and preparing data for submissions.
- Manage and update grant tracking systems to ensure all deadlines and reporting requirements are met.
- Assist with data entry for grant application submissions and follow-up.
- Perform other duties as required to support leadership and the organization.

Qualifications:

• **Experience and Skills:**

- Proven experience in online research and familiarity with grant databases (e.g., Grant Station, GrantHub)
- Strong writing and editing skills, with the ability to draft clear, concise, and compelling materials
- Demonstrated understanding of the nonprofit sector, particularly issues related to homelessness, is highly desirable
- Excellent organizational skills, attention to detail, and the ability to manage multiple tasks and deadlines in a fast-paced environment

• **Work Schedule:**

- Friends In Deed is located in Pasadena, CA and the position generally reports in office 1-2 days each week, usually Tuesdays/Thursdays.
- This is a hybrid position with flexible weekday hours (within range).

How To Apply:

Research shows that members of underrepresented groups often apply to jobs only if they meet 100% of the qualifications. Friends In Deed recognizes very few individuals ever meet 100% of the qualifications for any given role; therefore, we encourage candidates with some or most of the qualifications to apply.

Please send a resume and cover letter to Merria Velasco at merriav@friendsindeedpas.org

Application Deadline:

Friday, March 21, 2025

Anticipated Start Date:

April 2025

Benefits of working at Friends In Deed:

- Hybrid office/work-from-home weekly schedule
- 10 days of vacation, plus one organization-wide week off in the winter and in the summer (4 work weeks total)
- Paid sick time
- All major holidays are off, plus one floating holiday
- Medical, Dental and Vision fully paid (select options)
- Flexible work hours (within range)
- Up to \$500/year for professional development
- Employee assistance program
- Mileage reimbursement
- Friendly work environment

Friends In Deed is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. We embrace and celebrate the spectrum of our employees'/volunteers'/clients' age, color, ability or disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, neurodiversity, and other characteristics that make our employees/volunteers/clients unique.