

Grants and Foundations Manager Position

Communities for a Better Environment (CBE) works to prevent pollution and build people's power in California's communities of color and low income communities, in order to achieve environmental health and justice and build green, healthy, sustainable communities and environments.

Founded in 1978, CBE combines community organizing, science-based advocacy, and legal intervention into a uniquely effective single strategy, working with residents of California's most polluted urban areas to change the environmental policies and practices that put their health and well being at risk. For over 30 years our work has led to concrete victories largely due to mobilizing the people most directly impacted by pollution from commerce and industry – primarily low-income communities of color –and providing them with the resources they need to become effective advocates for environmental health and justice.

Communities for a Better Environment (CBE) is seeking a highly skilled, experienced, extremely well-organized person to manage an approximately \$1.75 million dollar annual grants portfolio of 15-20 grants on average per year, and maintain and vet an additional list of 10-20 prospects. Duties include timely preparation and submission of compelling and professional LOIs, proposals, and reports; deep, well-targeted research and careful vetting of new foundation prospects; and working closely with the Executive Director and other relevant staff to ensure they are aware of and can act upon opportunities to strengthen existing foundation relationships and build new ones on an ongoing basis; clear, compelling and regular internal reporting to board and staff; and serving on a rotating basis with the Donor and Gifts Manager on CBE's Management Team.

A commitment to and basic understanding of environmental health and justice issues are also considered crucial to preparing the strongest possible grant materials, and to identifying new prospects that are a good fit for CBE's work.

This is a hands-on position with little administrative support, and the ability to track all deadlines, awards and award status, and to maintain a complete, centralized, easily searchable archive of all submissions and communication with foundations is essential.

The position requires the ability to self-manage most if not all tasks, and to coordinate with a variety of other staff in two offices in California: Oakland and Huntington Park, Los Angeles. Coordination tasks include:

- ✓ Working with the Finance Director to provide information for internal and external reporting, preparation of both grant-specific and organizational budgets and financial reports, and the annual audited statement.
- ✓ Helping to identify and coordinate the Executive Director's foundation cultivation tasks.

- ✓ Coordinating submissions tasks with a part-time Grants Assistant in the Huntington Park office.
- ✓ Coordinating with the Northern and Southern California Program Directors to produce compelling, accurate, up-to-date program boilerplate for proposals and reports.
- ✓ Coordinating with a part-time Communications consultant and part-time Communications and Development Assistant in the Oakland office to ensure external communications help support foundation fundraising needs.
- ✓ Coordinating with a Development Team that includes a full-time Donor and Gifts Manager, the Grants Assistant, and the Communications and Development Assistant.
- ✓ Serving on a rotating basis as the Development representative on CBE's Management Team (Executive Director, Finance Director, Legal Team representative and Program Directors).

Requirements for the position:

- ✓ 3-5 years grants management experience in an organization of commensurate size.
- ✓ Demonstrated excellence in writing and editing grant materials.
- ✓ Thorough understanding of organizational and project budgeting protocols.
- ✓ Ability to maintain complex spreadsheets and electronic archives, familiarity with grants and foundations data management.
- ✓ Ability to work closely with others from a wide variety of backgrounds, to work well under pressure, to meet deadlines, to self-organize and self-manage a heavy workload.

Please submit, as three attachments, your resume with three current references, a brief cover letter, and a three-page writing sample (LOI, portion of report or proposal preferred), to:

Bill Gallegos; Executive Director, CBE billgallegos@cbeal.org

FULL-TIME, COMPETITIVE SALARY RANGE DOE, COMPREHENSIVE BENEFITS, CAN BE BASED IN SAN FRANCISCO BAY AREA OR LOS ANGELES

CBE is an equal opportunity employer committed to diversity and to creating a work environment where the individual is valued and respected. CBE welcomes applicants from diverse backgrounds and seeks to hire qualified staff who reflect the rich diversity of the communities we serve.