

JOB POSTING

TITLE: Senior Director of Grants and Evaluation

DEPARTMENT: Grants

CLASSIFICATION: Regular Full-Time 100%

REPORTS TO: Chief Operating Officer

FLSA STATUS: Exempt

SALARY: Depends on Experience

SUPERVISES: 2 (Government Grants Manager and Grants and Evaluation Manager)

POSITION AVAILABLE: August 25, 2014

APPLICATION DEADLINE: Open until filled

SCOPE AND CHALLENGES

Girls Inc. seeks a full-time Senior Director of Grants and Evaluation to develop, manage, and execute an integrated Grants and Evaluation Department, which is responsible for procuring, managing, and reporting on foundation and government grants totaling approximately \$3M annually. This includes the management of annual program evaluations, summer evaluation interns, and, in collaboration with program staff, the development of comprehensive annual program reports. Girls Inc. grants cover a wide range of content and program areas, including, but not limited to, information technology, informal science, math, and engineering, literacy development, family involvement, fitness, nutrition, youth advocacy, youth leadership, mental and behavioral health, and case management. The Senior Director, along with her/his staff, works closely with agency staff in program/project development, design, and evaluation and participates as a member of the Senior Leadership Team to formulate and implement policies and plans to meet the organization's short and long-term objectives.

This position requires an experienced grants person who has outstanding relationship skills, collaborative skills, and writing, researching, evaluation, and communication skills, is particularly well-versed and successful with government and foundation funding, has strong management and supervision skills and is resourceful, organized, and detail-oriented. Grants & Evaluation Department functions include grants research, project design, proposal writing, program evaluation, grants management, budget development, grants processing, grant reporting, oversight and coordination with outside grant writing consultants and oversight of the overall grants process from initial conversations, cultivation, and solicitation to close-out.

PRIMARY RESPONSIBILITIES

- Create, implement, and monitor a grants plan to ensure financial targets are achieved.
- Oversee and conduct grant prospect research by identifying appropriate foundation and government (city, county, state and federal) funding.

- Supervise grants staff, each with responsibility for raising specific foundation and government annual goals.
- Oversee and manage a summer internship program, including recruiting, training, and supervising summer evaluation interns to enter, analyze, and report on program outcomes.
- Design and execute efficient systems for grants management beginning with notification of awards, contract negotiations, report deadlines, and maintain accurate records in Raiser's Edge, and other databases.
- Research, track, and report on foundation and government funding trends.
- Coordinate and collaborate with staff to design and produce grant proposals and program reports.
- Collaborate closely with Development and Finance Departments.
- Write and complete full grant proposals, including budgets.
- Ensure that all grant proposals include current and relevant research.
- Prepare and ensure CEO and key staff are prepared for meetings with funders.
- Develop relationships with foundations and government representatives.
- Represent agency interests in inter-agency collaborative grant proposals, negotiate scope of work and funding.
- Oversee all foundation and government grant reporting functions, in coordination with Grants Managers, Program Directors, and Chief Mental Health Officer.
- Attend government bidders' meetings, as needed.
- Oversee and contract for outside government and foundation grant writing services, as needed.
- Establish annual program evaluation plan, implement plan and ensure completion.
- Present grant and evaluation findings to staff and funders.
- Provide professional development sessions to department and agency staff regarding evaluation, grant writing and reports, and other areas of expertise.
- Perform other duties as assigned.

ESSENTIAL KNOWLEDGE AND SKILL REQUIREMENTS

- Five to seven years progressively responsible experience in grants management, program/project development, grant writing, and research, with an emphasis on knowledge, experience, and success with government funding and government relations.
- Experience in designing and implementing program evaluations, analyzing data, and reporting.
- Demonstrated experience in grants and evaluation, staff supervision, and providing professional development.
- Experience in multi-faceted project management.
- Understanding of issues and needs related to girls, poverty, youth development, families, and mental health.
- Experience in leading multi-partner collaborations (private, government entities, community-based organizations) towards developing grant proposals, managing grants, and reporting.
- Ability to facilitate collaborative meetings related to program development, implementation, and contract compliance.
- Exceptional oral and written communication skills.
- Excellent computer skills in Microsoft Word, EXCEL, database spreadsheets, and internet research.
- Experience using the Foundation Center's online database to identify new funders and secure funding.

- Experience in strategic and tactical planning, developing budgets, and coaching.
- Commitment to diversity and proven ability to work effectively with persons of diverse backgrounds.
- Ability to work a flexible schedule including some evenings and weekends to ensure deadlines are met.
- Ability to effectively manage multiple complex projects and achieve goals and objectives. Ability to work independently and under pressure.
- Bachelor's degree required.
- Background clearance from the Department of Justice
- A valid California Driver's License, access to a reliable vehicle, and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc.

DESIRED KNOWLEDGE AND SKILLS

- Experienced with Raiser's Edge.
- Master's degree preferred.

BENEFITS: Employer pays standard medical plan and provides vacation, sick, and holiday pay.

OTHER BENEFITS AVAILABLE: Dental, Voluntary Life, Vision, and Long-term disability available at the employee's expense. There is also an option to participate in a 403(B) and a Flexible Savings Account.

TO APPLY: Please submit cover letter, resume, writing sample, and answers to supplemental questions at <https://home.eease.adp.com/recruit/?id=9785641>

Girls Incorporated of Alameda County is an Equal Employment Opportunity Employer