



**ORANGE COUNTY UNITED WAY  
JOB DESCRIPTION**

<b>Job Title:</b> Grants Manager	<b>Reports To:</b> Vice President, Grants and Contracts
<b>Department:</b> Grants and Contracts	<b>Position:</b> Full-time/Exempt 37.5 hours per week Competitive Salary and Benefits Package

**Purpose of Position**

Orange County United Way (OCUW) seeks a Grants Manager to join our team. Under the direction of the Vice President, Grants and Contracts, the Grants Manager will manage incoming grants and contracts that fund the organization’s programs and key initiatives including United for Financial Security, United for Student Success, and United to End Homelessness.

**Key Duties and Responsibilities**

- Develop funding proposals, grant applications, and reports to funders
- Research potential funders and review opportunities to identify potential funding sources
- Develop program budgets, data, and scopes of work for grant/contract applications and proposals
- Review grant agreements/contracts, recommend changes, and review modifications prior to grant/contract execution to ensure adherence to regulations
- Develop a comprehensive compliance plan for all grants and contracts.
- Monitor activities, deliverables, and expenditures to ensure the organization is in compliance with new and existing grants/contracts; recommend appropriate action to enforce compliance where necessary
- Develop/implement policies/procedures related to grant/contract administration and compliance
- Maintain an understanding of federal, state, and local regulations relating to OCUW’s grants/contracts
- Provide guidance to staff regarding awarded terms, conditions, and regulations
- Work with program and finance staff in tracking monthly expenditures related to grants/contracts; ensure expenditures are allowable and within grant/contract guidelines
- Compile, prepare, and submit invoices and reports to funders with all required documentation
- Ensure receipt of reimbursements from funders and process payments with finance
- Work with finance department to support necessary audit records
- Administer subcontracts with outside service providers and process reimbursement payments; ensure subgrantees/subcontractors comply with the terms and conditions of their agreements
- Establish and maintain cooperative working relationships with a variety of individuals, community groups, service providers, funders, and agencies
- Conduct and attend meetings to provide information, enlist support, resolve issues, and plan/coordinate activities
- Set up methods for effective project management from inception through completion
- Use applicable computer databases and applications related to the work
- Develop and maintain record-keeping systems to ensure deliverables
- Gather statistical data and other information required
- Ensure gift recognition is sent to funders



- Ability and willingness to meet in person with grantors, team members, and other partners as needed
- Maintain good public relations and provide clear spoken information via telephone, in writing, and in person
- Maintain confidentiality of sensitive and confidential matters and information
- Perform other duties as required

### **Core Competencies and Experience**

- Effective written and oral communication skills
- Experience with fund development, grants and/or contracts administration and management
- Knowledge of codes, statutes, and laws related to various federal, state, and local regulations
- Ability to understand, interpret, and apply legislation, laws, rules, and regulations
- Ability to analyze operations and procedures in order to improve and make recommendations for improvement
- Experience establishing effective working relationships with coworkers and members of the community
- Ability to speak effectively before groups
- Understanding of financial procedures
- Ability to compile and analyze data
- Coordination of complex statistical projects
- Effective communicator over the phone, in person, and in writing
- Strong organizational and time management skills
- Proficient in Microsoft Office (Word, Outlook, Excel, Teams, etc.) as well as Zoom and database systems

### **Job Requirements/Technical Knowledge**

- Bachelor's degree
- Two (2) years of related work experience
- Demonstrated experience in fund development, grants/contracts management, and reporting

### **Employment Standards**

- Commitment to the mission and values of the organization
- Self-motivated and able to work effectively with minimal supervision
- Ability to represent program and Orange County United Way with public/private partners
- A team player who is inclusive, flexible, creative, and energetic
- A decisive and resourceful individual with the willingness to accept responsibility and take charge of results; able to work successfully with limited resources
- Reliable internet connection and a quiet workspace free of disruptions
- Must be available to work flexible hours, including some evenings and Saturdays
- Access to a car, California Driver's License, car insurance and a satisfactory driving record are conditions of initial and continued employment.

### **Physical Demands**

Physical demands are representative of the requirements necessary for an employee to perform the essential functions of this position. The employee is required to actively listen and communicate clearly. The employee is required to stand and publicly speak. The employee is required to walk, reach with arms and hands, climb, balance, twist, lean, move from one location to another, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close and far. Ability to operate a computer keyboard and mouse, and lift files and reports is required. Employee must be able to lift and carry 25 pounds.



**How to Apply**

- Email cover letter, writing sample, and resume to, [Recruiting@UnitedWayOC.org](mailto:Recruiting@UnitedWayOC.org)
- No Phone Calls, please!

**About Orange County United Way**

Orange County United Way is committed to leading the fight for equity by removing barriers, closing gaps, and leveling the playing field for everyone who lives here. Orange County United Way is hands-on, delivering programs countywide to improve lives in the community by working to ensure students succeed, struggling families find financial security, and homeless neighbors find a place to call home. For more information, please visit [www.unitedwayoc.org](http://www.unitedwayoc.org).