



Job Posting

Title: Grants & Development Manager

Base Salary Range: \$80,000 - \$95,000 plus benefits

FTE: Full-time, Exempt

We seek an experienced and resourceful **Grants & Development Manager** who is passionate about making a positive impact on our community. We want to hear from you if you thrive in a fast-paced, caring, and compassionate environment!

Our Mission:

The Mission of South-Central Family Health Center is to improve the quality of life for the diverse community of inner-city Los Angeles by providing affordable and comprehensive health care and education in a welcoming and multicultural environment.

To lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient, and culturally responsive services.

General Summary:

The Grants & Development Manager is responsible for managing the organization's grants portfolio, including research, proposal development, reporting, and stewardship. This role ensures the timely submission of grant applications, accurate tracking of deadlines, and effective communication with funders, supporting the organization's fundraising goals and mission. The Grants & Development Manager will identify, define, and develop funding sources to support existing and planned program activities, as well as lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies.

The position requires exceptional attention to detail, strong organizational skills, self-management, discretion, and sound judgment when working with donors and handling sensitive or confidential information. The ideal candidate will have to perform some of the following essential job duties.

- Manage the full lifecycle of grants, including prospect research, proposal development, submission, reporting, and renewals.
- Generates high-quality proposals, narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures of SCFHC, and the requirements and guidelines of the funding agencies.
- Collaborate with the Chief Executive Officer, finance, and leadership to gather data and ensure grant proposals and reports are accurate and compelling.
- Assist in the preparation of budgets, ensuring alignment with grant requirements and organizational goals.
- Track and analyze grant outcomes and funding trends to inform strategic decision-making.
- Prepare and submit progress reports, financial reports, and other required documentation to funders.
- Organize and participate in meetings, events, and presentations to foster relationships and promote SCFHC's work.
- Develop, implement, and maintain a centralized database system to record all grant-related data (applications, awards, reports, and payments).
- Generate reports from the database for management, funders, and stakeholders. Analyze grant data to identify trends, opportunities for funding, and areas for improvement.
- Manage and coordinate all procedures and submissions with HRSA EHB portal.
- Implements the fund development plans in accordance with ethical fundraising principles.



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- In collaboration with the CEO and CFO manage fundraising activities to ensure that the fundraising goals are being achieved.
- Oversees the day-to-day operations of the Development department and supervision of Communications Staff
- Responsible for donor solicitation: a minimum of 20 per year
- Maintains accurate and timely records of research activities, funding logs and reporting deadlines, grant funding resource materials, and publications.

Education, Experience, and Qualifications:

- Bachelor's degree in nonprofit management, communications, finance, or a related field preferred; advanced degree preferred a plus
- 3–5+ years of experience in grant writing, management, or nonprofit development.
- Experience in both private foundation and government grant funding.
- Excellent written and verbal communication skills; ability to craft compelling proposals and reports.
- Strong project management and organizational skills with attention to detail and ability to manage multiple deadlines.
- Proficiency with donor and grant management software (DonorPerfect, Raiser's Edge, or similar).
- Strong interpersonal skills and ability to collaborate across teams and with external stakeholders
- Demonstrated ability to work in a fast-paced, complex environment with the skills to establish priorities, set objectives, and achieve stated goals
- Ability to attend functions/activities outside normal business hours
- Enjoyment in working with a diverse range of donors, older adults, volunteers, and community partners

Licensure and Certifications

- Certification with AGWA (American Grant Writer's Association) preferred

Top benefits or perks:

As a team member at South Central Family Health Center, you'll enjoy competitive wages and generous benefits:

- Benefits: Health care, dental, life insurance
- 403 (b) Retirement plan
- Education Reimbursement
- Career development: Entry-level employees have opportunities to work in management, HR or other areas of the company.

Contact/application information:

To apply please visit South Central Family Health Center's website at:

<https://recruiting.paylocity.com/recruiting/jobs/All/325da02f-904e-426b-ab73-f734fa9906c9/South-Central-Family-Health-Cent>