

**Company:** Green Lifestyles Network (GLN)

**Job title:** Small Grants Manager

**Work Location:** Los Angeles, CA (Out of state applicants will be considered DOE)

**Division/Department:** Development

**Reports to:** Director of Development

**Collaborates with:** Sponsorship Manager, Large Grants Manager, Finance

■ **Part-time**

✳ **Volunteer**

**Position Objective:**

Responsible for identifying funding opportunities and securing grant funds.

**Job Summary:**

The **Small Grants Manager** is responsible for managing a team of grant writers in order to research and apply for funding opportunities for Green Lifestyles Network. In this capacity, the **Small Grants Manager** will ensure that funding proposals are completed and submitted to the granting organization within the time frame indicated on the proposal/application.

**Essential Duties and Responsibilities:**

- Determine GLN needs and work with department managers to research and apply for funding opportunities;
- Prepare proposals and grant applications in the time period indicated on the grant guidance/proposal.
- Ensure all documents are true and factual;
- Maintain supporting documentation for any possible audits;
- Create and finalize all aspects of the grant application including the budget, letters, reports and etc;
- Establish and maintain personal contacts and relationships with department managers, boards and etc;
- Maintain calendar to ensure timely submission of grant proposals, applications, letters and reports;
- Prioritize and assign projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental materials;
- Serve as the subject matter expert on all items related to grants;
- Manage/supervise other grant writers under the Small Grants team;
- Search for other grant writers, as needed and make hiring recommendations.

## **Knowledge, Skills and Abilities Required**

Understanding of organization vision, mission and objectives

Enthusiasm, teamwork focused and strong customer service orientation

Highly organized, detailed oriented and possess follow up skills

Effectively work under pressure

Produce a quality work product within tight time lines

Use independent judgment

Effective leadership and team building skills

Self-motivated, able to work independently

Possess tact, diplomacy and flexibility

Good supervisory skills

Excellent written and verbal communication skills

Project management skills

Ability to multi-task

Computer skills required including database experience, MS Office, Excel and internet

## **Education, Experience :**

- Bachelor's degree and three (3) to five (5) years experience as a Grant Writer or Grant Manager
- OR
- Any similar combination of education and experience

## **Compensation:**

This is an unpaid, volunteer position

## **How to apply:**

Please email your resume to [volunteersdirector@greenlifestyles.org](mailto:volunteersdirector@greenlifestyles.org)

Plus: 2 references, and (1) page sample writing of your choice

**Only candidates who send ALL requested documents will be considered.**

**Print Volunteer Name:**

**Volunteer Signature:**

**Date:**