Job Title: Grant Manager  
Reports to: Executive Director, Director of Operations  
FLSA Status: Non-Exempt  
Position Type: Part Time/30 hours week  
Compensation: $22 – $25 an hour DOE  
Supervisory Responsibility: No supervisory duties are included in this position, Monthly staff reports, grant reporting and working with other staff members  
Benefits Include: Matched IRA, generous vacation and holiday PTO, professional development experiences.  
Start: As soon as possible  
Closing Date: Interviews conducted on a rolling basis until position is filled.

Organization Background:  
The North County LGBTQ Resource Center serves, advocates, and empowers the diverse LGBTQIA+ community of north county San Diego County. Located in Oceanside, California over 11 years the Center has provided an array of targeted services, programs, and resources. Our work impacts the lives of lesbian, gay, bisexual, queer, trans, nonbinary, gender nonconforming, immigrant, and HIV communities.  

We envision a community where everyone lives in equality, feeling accepted, valued, safe and free from social stigma. The work of our staff, board, and volunteers is to actualize that vision in our advocacy, community, education, and health and social support services.  

Position Summary:  

Incumbent will exercise sound judgment with involvement in all aspects of The North County Center’s grant management, reports and accounting related transactions and reconciliations. Candidates should support our organizational values and include a demonstrated commitment to racial equity and inclusion, social Justice, commitment to serve the most vulnerable, and accountability and transparency.  

The position may be completed through a combination of on-site and remote work. Flexible work schedule, provided meetings and reporting are appropriately supported. This position is expected to grow into a full time position in the future months.
Duties and Responsibilities:
Under supervision of the Director of Operations and Executive Director responsibilities include planning, coordinating, and reporting regarding grants, program deliverables and processes.

Essential Duties:
- Maintain accurate records for all grant accounts
- Work collaboratively with other program staff to meet objectives of grant
- Record, maintain and track receipt records with varying level of detail
- Consult on best practices for grant reporting
- Analyze statistics and spending trends
- Various reporting across multiple platforms with quarterly, weekly and monthly deadlines
- Maintain a calendar of reporting deadlines and submissions
- Work with time sensitive and confidential information
- Centralize data collection and systems related to reporting and recording
- Organize and maintain files related to grant awards and expenditures
- Meet with grantors, presentations on outcomes and recording
- Communicate goals effectively with multiple staff program managers
- Conduct a full range of activities to prepare, submit, manager grants to federal, state, local and private funding sources
- Manage supplemental material required for proposals
- Compile success stories, data and other relevant information

Desired Qualifications:
- **Language Skills**: Fluency in English and Spanish is preferred.
- Previous success in producing reports, audits, or other deliverables summarizing event or program data.
- Knowledge of contract language, attention to details and work flow of grants
- Leadership in designing, measuring, and attaining strategic goals.
- Experience explaining changes and passing new information to everyone..
- Knowledge, passion, and commitment to ameliorating issues impacting the LGBTQIA+ community and advancing equity and social justice generally.
- Experience working in social justice, the LGBTQIA+ and/or in a non-profit setting strongly preferred.
- Excellent verbal and written communication skills, including strong organizational, detail, and interpersonal skills; ability to establish and maintain effective working relationships with management, employees, consumers, and the community members.
- A passion for The Center's work and its mission.
- **Communication/Computer Skills**: Excellent writing skills in various styles/tones. Strong proofreading, research and editing skills. Must be comfortable working in PC/Windows-based environments. Proficiency with Microsoft Office, Quickbooks, particularly Word, PowerPoint and Excel and is required. Google Suites proficiency is preferred.
• **Other Skills:** Demonstrate competency working with diverse populations. Ability to manage multiple tasks with shifting priorities. Must demonstrate sound judgment and decision-making skills. Ability and availability to work evenings and weekends.

• Lived experience as a member of a historically under-served community (e.g., low income, communities of color, LGBTQIA+ communities, immigrant communities, etc.) strongly encouraged to apply.

• Note: Friendly, empathic, self-motivated, and community-driven leaders with unique combination of skills may still apply by clearly translating relevant skill or talent.

**Conditions of Employment:**

• You must sign the Center's non-disclosure/confidentiality agreement.
• You must complete a W-4 form for income tax withholding.
• You must complete an I-9.
• You must submit to and pass a background check.
• You must have a valid California driver’s license, provide proof of insurance, and own your own vehicle.
• You are expected to abide by all federal, state, and local laws.
• You will be required to sign acknowledgment of and comply with Center policies and procedures.

**Disclaimer:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

**Equal Opportunity:**

The North County LGBTQ Resource Center is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender queer and/or intersex are encouraged to apply. The Center maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability, HIV or AIDS status, medical/mental condition, perceived physical disability or veteran status, or any other basis prohibited by statute.

**To Apply:**

Email a cover letter and resume as attachments in Word or PDF to the Director of Operations at operations@ncresourcecenter.org with the position title in the subject line.
You may also mail your application materials to 3220 Mission Avenue, Suite #2 Oceanside, CA 92058. No phone calls please