**About The FUND:** The Fund for Santa Barbara (est. 1980) is a non-traditional community foundation that supports organizations and groups working for progressive social change in Santa Barbara County. The FUND is dedicated to helping find solutions to current and emerging social problems and issues that challenge our society as a whole. To learn more about The FUND and its history, visit our [website](#).

**Mission:** Advancing progressive change by strengthening movements for Economic, Environmental, Political, Racial, and Social Justice.

**About Grant Making at The FUND:** The FUND uses an activist-led participatory grant making model. Our non-traditional grant making process sets us apart from other foundations in that our Grant Making Committee, made up of community activists and leaders, determines the allocation of funding. We believe that social conditions improve most when those who have been denied power and justice lead on their own behalf to confront, challenge, and change the conditions that have denied them access to justice and equity. We fund projects with a strong social change component defined as social change that addresses the systemic, root causes of social (economic, environmental, political, and racial) inequities in an effort to alleviate those inequities and the underlying conditions and circumstances that enable and sustain them.

**POSITION SUMMARY**
The Grants Associate supports the administration and coordination of The FUND’s innovative grant programs and processes. Under the direction of the Grant Programs Manager, this dynamic individual will provide complex, comprehensive, and sometimes confidential administrative and programmatic support ensuring the fidelity of our grant processes. Candidates with keen attention to detail and demonstrated success supporting a fast-paced team while successfully completing competing priorities desired.

**RESPONSIBILITIES**

**Grant Making Programs Administration (100%)**
- Administration and coordination of grant application process, including outreach, creation and distribution of Request for Proposals, review of draft applications to ensure due diligence, facilitation of the application submission process and management of all related deadlines
- Administration of grant making processes and related follow-up, including communicating grant decisions, distribution of award letters, orienting new grantees, overseeing the execution of grant agreements and necessary information collection
- Administration of grant follow-up processes including database management, grant follow-up and report collection in an efficient, timely, and accurate manner
- Communicate with grantees, monitor and document grant making workflow processes, forms, reports, financial and programmatic data to assure full compliance with internal controls and legal requirements
- Read and respond to inquiries and requests for information, provide technical assistance, prepare outgoing communication and/or direct inquiries to the appropriate party in a timely manner
- Operationalize results driven approach including learnings and maintaining open, transparent, fair, mutually accountable, and impact-oriented processes
- Manage the flow of information from grant processes to multiple departments ensuring the appropriate external communication of grant processes
- Lead the coordination of all public grant awards events and assist with other events as requested

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● Provide complete administrative and data support of grant programs including updating and maintaining fidelity of database, analysis of trends and emerging opportunities, and production of reports as needed

● Implement and maintain protocols for record keeping and reconciling data accuracy, and making timely and accurate database changes ensuring integrity

● Analyze and synthesize data, prepare complex reports including charts, graphs and tables

● Create and administer functional data tracking and filing systems and ensure accurate record retention

● Maintain up-to-date and complete grant files and records and assist in the preparation of reports, memos and grants summaries

● Guide the effective operation and ongoing improvement of the grant making processes, practices, policies and systems

● Partner with leadership to plan, develop, manage, and implement annual programming activities and goals, grant programs timelines, agendas, budgets, and record-keeping

● Develop and maintain grant programs calendars and ensure synchronization with master department calendar as needed

● Maintain working knowledge of the grant programs including funding guidelines, priorities, and eligibility criteria

● Routinely schedule meetings and other events, ensuring clear communication with all participants in a timely manner

● Provide logistical support to meetings and other events to ensure successful outcomes; develop agendas, prepare materials, identify meeting sites and arranges catering, audiovisual and other room/meeting requirements

● Organize and support volunteer participation in the Grant Making Committee program, including recruitment, onboarding, co-chair prep, retreats and subcommittees as needed

● Build strong working relationships with members of the Grant Making Committee

● Act as primary liaison between The FUND, grant making committee volunteers, prospective applicants, and grantees

● Prioritize and delegate tasks, coordinate responses and ensure appropriate documentation is maintained at all times

● Make necessary arrangements for appointments, meetings, seminars, conferences or travel in a timely manner

● Work in a cooperative, “team” style with Fund for Santa Barbara staff and volunteers

● Assists and supports special projects as assigned.

● Participate in staff trainings, meetings, retreats, and events

*Perform other related projects and duties as required

**MINIMUM REQUIREMENTS**

● A strong commitment to the mission & philosophy of the Fund for Santa Barbara

● Demonstrated commitment and passion for working in social justice

● A minimum of 2 years of comprehensive and detailed administrative support experience in a complex, fast-paced, deadline-oriented environment; preferably in grant making, nonprofit or related institution

● Bachelor's degree or equivalent level of experience with transferable administrative skills

● Experience in research, data collection, analysis, reporting, and methods of graphic presentation

● Strong project management, prioritization and analytical skills; ability to set and achieve realistic goals
Strategic and analytical thinking skills and the ability to develop insightful, pragmatic, equitable, and sustainable approaches to challenges and produce positive change

Keen attention to detail and exceptional organizational skills Ability to plan ahead/anticipate and creatively develop solutions

Ability to create systems to self-motivate, prioritize, time manage, and meet deadlines without sacrificing quality

Experience in setting up webinars and video conferencing

Ability to communicate persuasively and effectively in English and Spanish, in oral and written format is preferred

Be receptive to feedback, flexible and adept

Detailed knowledge of and demonstrated proficiency in the following:
  - Google Office Suite (Google drive, docs, sheets, etc.)
  - Microsoft Office Suite (Excel spreadsheet creation and recordkeeping)
  - Electronic scheduling (Google Calendar)
  - Canva

Valid driver's license, mobile phone, and reliable transportation

We require COVID-19 vaccines and boosters for all employees. Exemptions may be requested for medical reasons or religious beliefs

**DESIRED QUALIFICATIONS**

- Strong understanding of social justice issues in Santa Barbara County
- Strong interpersonal skills
- Ability to demonstrate cultural competency with populations served
- Knowledge of the principles and practices of non-profit service delivery
- Experience recruiting and working with volunteers and diverse populations
- Previous professional experience in the nonprofit sector desired
- Ability to work both independently and collaboratively with others in a self-motivated and innovative way
- Ability to take ownership and hold self to high standards
- Cultural awareness competency (first generation, BIPOC, immigrant, etc.)
- Ability to develop and carry out effective strategies to achieve set goals
- Proficiency in the following:
  - Submittable or other grants database
  - Social media platforms (Facebook, Instagram, Twitter, etc.)
  - Zoom (breakout rooms and multi-site coordination)
  - Word press

**SCHEDULE**

This position is hybrid with weekly in-person requirements at the Santa Barbara office. Availability to work occasional nights, weekends, and travel are required. Our hours of operation are 9am-5pm Monday-Friday.

**Location:** Hybrid (remote/in-person) within Santa Barbara County - based out of the South County office (Santa Barbara).

**COMPENSATION**

The Fund for Santa Barbara offers a progressive work environment, competitive benefits package, and salary that is commensurate with education and related work experience.
Reports to: Grant Programs Manager

Compensation/Job Status: Non-exempt, hourly, full-time, benefits-eligible position
Rate: $25-28 per hour commensurate with experience

**BENEFITS**

Paid Time off
- New hires accrue up to three weeks of personal paid time off
- 13 paid holidays
- Paid volunteer time off

Health and Wellness
- 100% employer-subsidized medical, dental, vision insurance and supplemental Aflac Accident Policy
- Optional Aflac supplemental plans

Financial Benefits
- Optional retirement plan with 3% employer match
- Ongoing professional training
- Paid parking and mileage reimbursement

**COMMITMENT TO DIVERSITY**
The Fund for Santa Barbara is an equal opportunity/affirmative action employer committed to racial equity and to creating a work environment where all individuals are valued and respected. We believe that racial equity and inclusion are essential to organizational effectiveness and excellence. The FUND encourages applicants from diverse backgrounds and strives to hire qualified staff reflecting the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, and socio-economic status.

**APPLY**
Timeline: Priority will be given to applications received by **November 30, 2023**. Position open until filled. To apply, please email a cover letter, resume, and references (in a single combined PDF) explaining your interest and how your skills and work experience fit the position to the below address.

Tania Reyes, Grant Programs Manager
tania@fundforsantabarbara.org
Subject: Grants Associate Position