



Grant Writer/Manager

Agency Overview

Founded in 1889, Felton Institute (formerly Family Service Agency) is the oldest nonsectarian, nonprofit charitable social-services provider in the City and County of San Francisco. Our mission is to strengthen families by providing caring, effective, and innovative social services, with special emphasis on the needs of low-income families, children, the elderly, and individuals who are disabled, thus improving the quality of life for all San Franciscans.

Program Description

Named for Kitty Felton, pioneering founding director; the Felton Institute (FI) strives for Excellence in Clinical Training. FI provides intensive clinical training in evidence-based treatments to address the most complex mental-health issues of today. FI serves as the central resource in the implementation of evidence-based practices in every element of our service delivery, to maximize client recovery. Drawing on the nation's best teachers and clinicians, in many cases FI are taught by the very professors and clinicians who developed the original treatment methods.

Job Description

The Grant Manager will be responsible for writing all Felton Institute's grants in support of our efforts to secure new funding opportunities which will align with the agency's strategic growth and expansion. In addition, the Grant Manager will be responsible for the renewal of existing grants and proposed grants of the organization and the development of all grant management systems. Grant Manager will identify grant opportunities and work to cultivate, solicit and network with private, corporate and other government grant makers. This position will manage all relationships and communications with current and prospective grant makers for developing an annual grant plan to ensure all deadlines for proposals, reports, and acknowledgement letters are sent out in a timely manner. This position will require a creative, driven, advancement professional, who truly values Felton Institute/FSA's mission and values.

Specific Job Responsibilities

- Manage all grant writing for the Felton Institute/FSA non-profit agency
- Write grants, proposals, letters, reports, and other materials related to grants from foundation, corporate and government sources. Edit and compile as needed and required
- Assist in developing budgets
- Strong understanding of fund development strategies for non-profits
- A solid understanding of budgets as they relate to grants and proposals
- Execute all reports and proposals by creating project timelines and holding relevant business partners accountable to the project timeline including Division Directors, Program Managers and staff.
- Work with Program Managers to ensure integration of grant deliverables and into programming with targeted staff
- Work with Leadership team to develop execution methodology and thorough documentation of programming for reporting purposes
- Partner with Felton Institute/FSA staff to develop proposals based on agency need
- Perform other duties as assigned

Minimum Qualifications

- A master's or bachelor's degree in business, non-profit development, marketing, communications, social work, or other human services-related field. Write grants, proposals, letters, reports, and other materials related to grants from foundation, corporate and government sources
- A minimum of 5 years' experience in development, communications, or related field.
- Grant writing experience, preferably in a non-profit or foundation environment.
- Excellent written communication skills demonstrating a command of technical, storytelling and marketing language; includes the ability to write persuasively, clearly and concisely and to blend information from multiple sources into a single, effective document.
- Proven writing and editing skills marked by clear and compelling communication of key points. Excels at articulating agency goals, outcomes, objectives, and evaluation strategies for funders
- Strong development of grant-writing and development strategies for non-profits
- Excellent skills in developing, implementing, and maintaining systems for tracking grants and grant reporting deadlines
- Demonstrated attention to detail and time-management skills, ability to interpret and analyze statistical data and other data found in reports relevant to programs or projects
- Self-directed and can work effectively with minimal supervision
- Strong proficiency in MS Office, Excel, proficiency with donor management software. Experience with Razor's Edge a plus

Please forward resumes to:

hr@felton.org

Additional Information

Felton Institute/FSA Administration

Reports to: CEO

Location: San Francisco

Position: 100%