
Grants Manager

Mission and Approach

Community Works seeks to disrupt the widespread impact of incarceration through a combination of direct services and client-centered advocacy that ensures the people living within and in spite of the system are the ones who will ultimately change it.

By offering innovative services to meet the needs of people being impacted by incarceration right now and advocating for reforms that will prevent incarceration from impacting more people in the future, we hope to catalyze a revolutionary change for how the system operates.

Our work is primarily centered on reducing the number of people entering the justice system and improving the outcomes for those who do. Through direct service, we focus on healing trauma, building individual capacity, and reducing barriers to family connections. Through system change efforts, we focus on shaping policies, practices and beliefs from local institutions to the federal level. We also integrate restorative practice, cultural responsiveness, and trauma-informed approaches throughout each of our programs.

Role

While we currently have a staff of 50+ employees and an annual budget of \$4 million, the agency is also poised for growth, including within that of our development team. The grants manager will manage our expansive portfolio of government and foundation grants as well as support the efforts of our development manager to build our corporate and individual giving efforts.

Responsibilities:

- Research new funding opportunities through combination of printed and electronic sources to match funding focus with CWW programs, pilot projects, and general operating needs
- Build and help maintain relationships with external funding partners, including program officers, executive staff, board members, etc.
- Write, review, edit grant proposals for each opportunity following funding guidelines, parameters, and procedures
- Facilitate big-picture strategic conversations about positioning and prospects to completion and on-time submission of full proposal and report packages (narratives, budgets, and attachments)

- Coordinate with appropriate program staff to gather requisite information and meet reporting needs
- Maintain a calendar of deadlines for application and reporting, including careful and accurate tracking of funds being sought and received
- Provide support for fundraising events
- Provide support for donor asks such as providing appropriate receipts, thank-you letters, and maintenance of donor records
- Provide general support for individual and corporate giving efforts

Qualifications:

- Outstanding listening, oral, and written communication skills with a demonstrated ability to relate to and communicate with diverse communities
- Ability to build collegial relationships with external partners and funder representatives
- Familiarity with criminal justice reform and social justice issues
- 3+ years of experience with successful grant writing
- Knowledge and experience of fundraising and development functions within a non-profit context
- Ability to work both within a team and independently
- BA required, advanced degree preferred

Community Works is an equal opportunity employer committed to maintaining a culturally diverse work environment that reflects the make-up of the communities we serve. People with diverse personal experiences are urged to apply, especially people of color, bi-lingual English-Spanish speakers, lesbian, gay, bisexual and transgender individuals, women, and those that have been formerly incarcerated or impacted by incarceration.

If interested, please submit a cover letter and resume to jobs@communityworkswest.org.