



Position Title: Grants Associate

Reports To: Director of Grants Management

Compensation: Full-time, Exempt; Salary is commensurate with experience and education. Full benefits.

About Fresh Lifelines for Youth

Fresh Lifelines for Youth (FLY) is currently operating in Santa Clara, San Mateo and Alameda counties. Working with juvenile justice youth and those at-risk of entering the system, FLY's mission is to prevent juvenile crime and incarceration through legal education, leadership training and one-on-one mentoring.

At FLY, we believe that all our children deserve a chance to become more than their past mistakes. However, many children who end up in the juvenile justice system often do not get that chance and they do not have the knowledge, skills or support they need to lead productive lives. They often believe that by the time they are 18, they will be in prison or dead. But, it doesn't have to be this way. FLY provides legal education, leadership development and mentoring to youth, builds a community who will support their healthy development and helps our juvenile justice systems be more effective and humane. As a result, FLY works collaboratively with all our system partners to actively engage in system reform efforts, and FLY is often asked to take a leadership role in local detention reform work. Together we inspire our at-risk youth and give them a chance to transform from juvenile delinquents into positive community leaders, creating a safer, healthier and happier community for us all. For more information about Fresh Lifelines for Youth please go to: www.flyprogram.org.

Grants Associate - Position Summary

Three quarters of FLY's budget comes from foundation and government grants. The organization is in an exciting phase of growth and anticipates expanding into a fourth jurisdiction by 2020. The Grants Associate will play a critical role in supporting this growth plan through on-the-ground execution of fund development activities and tactics. The Grants Associate will work closely with the Director of Grants Management and an eight-member Development team led by FLY's Chief Development Officer (CDO). The Grants Associate will report to the Director of Grants Management, who is responsible for local, regional, and national foundation, corporate, and government grant fundraising to support FLY's efforts services.

The Grants Associate will: conduct foundation, corporate, and government prospect research; handle proposal planning and development, collaborate on grant writing for proposals; and once proposals are secured, complete the grant reporting process for foundation and corporate grants in collaboration with key leaders in the Development and Operations teams. This individual will demonstrate versatility and FLY spirit through flexibility in the grant development priorities and process, collaborating as needed with key leaders in the organization, while owning responsibility for key pieces of the grant work product.

Primary Responsibilities

- **GRANT STRATEGY:** Working with Director of Grants Management to execute an annual strategy for foundation, corporate, and government grant writing to ensure FLY raises the resources it needs for a balanced budget. This includes: identifying grants for renewals, tiered prospects of new funders, timelines, proposal amounts, and work flow for the year.
- **GRANT WRITING & REPORTING:** Develop, prepare, and edit grant proposals for foundations, corporations, and government grants. Develop expert knowledge of FLY programs and services in order to prepare accurate and persuasive funding requests and reports. Collaborate with Director of Finance, Programs, and Evaluation and Learning to obtain necessary data, information, and materials for proposal and attachment content. Prepare multiple, simultaneous proposals for on-time submission under tight and shifting deadlines, while maintaining a consistently high standard of quality.
- **GRANT REPORTING:** Develop, prepare, and edit grant reports for foundations and corporations. Prepare multiple, simultaneous reports for on-time submission under tight and shifting deadlines, while maintaining a consistently high standard of quality.
- **GRANTS MANAGEMENT:** Maintain calendar of public and private grant proposals and reports through Salesforce database to ensure on-time submission of all proposals and reports. Work with Directors of Finance, Programs, and Evaluation and Learning to ensure grant compliance.
- **GRANT PROSPECTING:** Research the funding requirements of potential new public and private funding sources and opportunities. Identify, evaluate, and cultivate prospects for new foundation, corporate, and government grants.
- **CONTEXT RESEARCH:** Conduct research to develop and maintain knowledge of and expertise in policies and theories concerning juvenile justice systems and youth. Conduct research to provide supporting information for grant proposals.
- **DONOR DATABASE & RECORDS:** Maintain grant activity files in Salesforce, and in electronic and paper records. Generate database queries and reports as required by the department.
- **GENERAL DUTIES:** Participate in Department meetings, All-Staff meetings, and other agency-wide meetings. Represent FLY in a professional manner at events, public speaking activities, check presentations, or other functions as requested.
- *Other duties as needed and assigned, including availability for occasional evening and weekend work.*

Qualification and Competency Requirements

Positional Competencies – required for our Grants Associate

- **Grant Writing Experience and Education:** At least 1 year of professional writing experience is required. Experience with grant writing and grant coordination is a plus. A Bachelor's degree is required, preferably in a related field. Work or volunteer experience with underserved and disadvantaged youth is a plus.
- **Strategic Project Management:** Experience and proven ability to develop and implement creative structures of support and accountability among peers and teams. Proven administrative and time management skills with the ability to supervise and lead grant



proposal projects from beginning to end with support from the Director of Grants Management.

- **Strong Communication & Customer Service Skills:** Exceptional oral and written communication skills including the demonstrated ability to research, assimilate and analyze information, compose documents, and present data in a clear and concise manner to appropriate personnel, including the ability to effectively gather and present information to top management, program staff, and Development stakeholders. Professional and friendly language, tone and energy when speaking will all internal and external stakeholders.
- **Knowledge of Bay Area Funding Community is a plus.**
- **Knowledge of Salesforce is a plus.**

Organizational Competencies – required for all FLY staff

- **System-wide Thinking:** Builds vision guided by the Strategic Plan and the needs of youth being served. Uses role to champion FLY’s strategic vision internally and externally. Strategizes and implements rather than just completes tasks.
- **Growth Mindset:** Possess the belief that all people are capable of change and that “all our children deserve a chance to become more than their past mistakes.” Coaches and develops staff with a strengths-based approach.
- **Decisive & Accountable:** Well-honed ability to independently anticipate and analyze situations, define problems and objectives, recognize viable alternatives and formulate rapid solutions, with understanding of the inherent risks and the implications of making tough decisions. Be accountable to the Development Department and the FLY Team.
- **Emotionally Intelligent & Culturally Responsive:** Able to be aware of one’s own emotions, perspectives, and beliefs, as well as respond respectfully to those of others. Ability to adapt to change and respect differences in a diverse environment.
- **Computer Skills:** Proficiency with applications including Microsoft Word, Excel, and PowerPoint. Experienced with data-base systems is preferred, specifically with Salesforce. Graphic design experience a plus.

The Grants Associate is a full time position. FLY offers a competitive salary structure and full benefits. Interested applicants please submit your Cover Letter and Resume with Salary History to jobs@flyprogram.org.