



Position:	Grants Analyst	FLSA:	Non-exempt
Program/Department:	Development	Part-time or FTE:	32- 40 + Full benefits
Supervisor:	Development Director	Salary & Classification: \$30 - \$35 an hour	
Location:	Seaside		

ABOUT CATHOLIC CHARITIES:

Catholic Charities of the Diocese of Monterey is one of 12 Catholic Charities agencies in the state of California and covers the Diocesan Counties of Santa Cruz, Monterey, San Benito and San Luis Obispo. Catholic Charities is a faith based non-profit, non-discriminatory service organization. We serve people of all backgrounds.

Programs:

The four major programs are: Family Support Services Program, Immigration and Citizenship Legal Services, Tattoo Removal Program, and Mission Development and Communications.

Mission:

Our Mission is to provide service to people in need, to advocate for social justice, and to call other people of good will to do the same.

POSITION SUMMARY:

The Grant Analyst supports the cultivation of charitable support from foundations, philanthropic business, government, primarily through the research, writing, and submission of grant proposals and reports as assigned.

FUNDAMENTAL RESPONSIBILITIES:

Promote the mission of Catholic Charities through a commitment to its core values of compassion, service, justice, respect, integrity, teamwork and excellence.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Research and identify prospective corporate, government contracts and foundation donors for grants
2. Under the supervision of Development Director write comprehensive, and compelling grant proposals and letters of inquiry that conform to all requirements set forth by various funding guidelines, including: re-creating editable forms, assembling financial documents, creating program budgets, etc.
3. Manage the preparation, submission, and tracking of assigned grant proposals
4. Maintain hardcopy and computer database records of all grants submitted and received
5. Work with program directors, and assessment staff to prepare year-end outcome reports
6. Keep track of deadlines regarding grant applications, renewals, letters of inquiry and reports.
7. Create and maintain positive relationships with program staff, and work with them to accomplish organizational grants
8. Produce documents and correspondence necessary for effective grants and contracts management.

SKILLS, KNOWLEDGE, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

1. Bachelor's Degree from an accredited institution of higher education
2. 2-5 years of successful grant, contracts or comparable writing experience
3. Knowledge of or experience in non-profit or government human services

Knowledge, Skills & Abilities:

1. Demonstrated researching and writing skills
2. Excellent organizational, communication, and planning skills
3. High degree of attention to detail and the ability to manage multiple deadlines efficiently and simultaneously
4. Solid team player who is able to work well collaboratively on projects and when under pressure
5. Proficiency in common word processing, excel spreadsheets, and database software applications (experience in Raiser's Edge preferred).
6. Working knowledge of Roman Catholic culture and structure highly desirable
7. Knowledge of the Principles of Catholic Social Teachings and the ability to link them to practical actions.

LICENSE, CERTIFICATIONS, REGISTRATIONS:

1. Must provide a valid California driver's license, transportation, and current auto insurance.

OTHER REQUIREMENTS:

1. Clearance of fingerprint background check is required.
2. Occasionally lift or move up to 10lbs

WORKING CONDITIONS:

1. Comfortable office environment
2. Some travel to other locations for meetings, trainings, etc.
3. Under the Rehabilitation Act of 1973, Catholic Charities Diocese of Monterey must provide reasonable accommodations when an employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

HOURS AND OTHER CONDITIONS:

This is a non-exempt, part time to full time 40 hours/week position. Salary range is \$30 to \$35 an hour depending on experience and skills. Catholic Charities offers a full-range of employee benefits for 32 hour a week to full time status.

Please apply by Friday, March 26, 2021. Please email resumes to hr@catholiccharitiesdom.org

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant. Because of a need to remain responsive to the needs of our clients and our Agency's operations, responsibilities may be modified at any time.