



# RISING SUN

## CENTER FOR OPPORTUNITY

### **JOB DESCRIPTION: Grants Manager**

[Rising Sun](#) is hiring a Grants Manager to support the Development and Communications team. This position is responsible for researching, writing, submitting, securing, and managing foundation and government grants to fund Rising Sun's expanding and innovative programs at the intersection of equity, climate, and jobs. The Grants Manager works closely with our Development and Communications team and reports directly to the Associate Director of Development, Grants.

#### **A successful Grants Manager:**

- Is passionate about Rising Sun's mission and excited to support it.
- Is a highly skilled writer, storyteller, and communicator. You know how to tailor a message to your audience, and you're good at getting people excited about an idea.
- Is well organized with serious attention to detail. You take pride in quality and accuracy.
- Is capable of balancing responsibilities, prioritizing, and moving multiple projects forward at once, juggling tasks and meeting all deadlines.
- Enjoys the challenge of the deadline-driven, competitive world of grant proposals. You're in it to win it. And, when you don't, you stay positive.
- Develops and maintains strong relationships on your team and beyond. You collaborate with staff to access information and complete grant proposals. People are happy to help you out, and the feeling is mutual.
- Is a creative thinker who isn't afraid to share new and different ideas.
- Demonstrates self-awareness in terms of understanding your own culture, identity, biases, prejudices, power, privilege, and stereotypes.
- Demonstrates willingness to challenge and change institutional practices that present barriers to different groups.

#### **The Grants Manager is responsible for:**

Grant research, funder cultivation, and funder relationships

- Conduct research via the Foundation Directory, websites, and other avenues to identify new prospective funders
- Maintain and update a database of prospective funders
- Communicate and meet with prospective and current funders as requested

## Grant writing and submission

- Craft excellent and thorough grant applications, including requested attachments, in collaboration with the Associate Director of Development and program teams
- Submit grant applications through online portals, email, and US mail

## Grant management, recordkeeping, and administration

- Keep accurate and up-to date records of grant submissions, funder contacts, grant checks and agreements, etc.
- Maintain master calendar of grant proposals and reporting schedules
- Write grant check acknowledgments and facilitate signing of grant agreements
- When requested, meet with funders to fulfill site visit requirements
- Maintain a file of grant support documents including board lists, staff resumes, IRS forms, financials, etc.
- Work with team to complete and ensure timely submission of grant reports as needed

## Additional responsibilities as assigned

### **To be considered for this position, you must have:**

- At least 1-2 years of nonprofit grant writing experience and a strong track record of securing grants
- Excellent, clear, concise writing and verbal communication
- Proficiency in Microsoft Office (especially Excel and Word), Google Suite (especially docs and sheets), and confidence navigating online platforms such as grant portals
- Enthusiasm for Rising Sun's mission
- Residency in California (preferably in the Bay Area or San Joaquin County) or the intention to move; the ability to travel to our offices in Oakland and Stockton as required or requested
- Proof of completion of the primary series of an approved COVID-19 vaccination by start date, per Rising Sun's mandatory vaccination policy for employees

### **It's a big plus if you have:**

- Experience managing the full grant cycle from start to finish
- Experience in related fields: workforce development; economic, racial, and gender equity; climate resilience; environmental sustainability; youth development.
- 3 or more years of nonprofit experience
- Experience with Salesforce or a similar CRM or online database
- An understanding of philanthropy and the grantmaking process
- An understanding of asset framing and anti-racist, participant-centered language

## **About Rising Sun**

Rising Sun is a premier nonprofit organization operating in the San Francisco Bay Area and Central Valley. Our mission is to build career pathways for economic equity and climate resilience. With offices in Oakland and Stockton, Rising Sun's workforce development programs, Climate Careers and Opportunity Build, specialize in preparing youth, women, and individuals in reentry for high-road careers and green pathways that offer family-sustaining wages. Since our founding in 1994, Rising Sun has trained and employed more than 3,000 youth and adults while helping over 53,000 households reduce their carbon footprint. Our vision is a just and sustainable future for all people and our planet. For more information about Rising Sun, please visit [www.risingsunopp.org](http://www.risingsunopp.org).

## **About our culture**

We are mission-driven and work hard because we care about what we do. We are deeply committed to equity, inclusion, and antiracism, and are actively advancing on that journey, though we know the work is never done. We like working with each other and we like to make work fun. We're into continuous improvement, learning, transparency, and tough conversations. We practice appreciation and start each meeting with a team-builder, and it's not uncommon for staff to bring snacks to share that tell a story about who they are and where they come from. When we're at the office, there's usually at least one dog hanging around. We put people first, especially our program participants. We like to promote from within and build each other up, but we also like to bring in new ideas and different perspectives. We're looking forward to meeting you and hearing about how you can contribute to making Rising Sun a great place to have an impact.

## **You might also be wondering about pay and benefits...**

This is a permanent, full-time, exempt, salaried, and benefited position with an annual salary range of \$77,564-\$84,623, depending on location and commensurate with experience. This is a hybrid position. Most work may be completed remotely, with the option of working in Rising Sun's Oakland or Stockton office. You will be expected to attend approximately 24 in-person meetings and events per year that are mandatory for all staff, plus occasional grant-related meetings or events. Rising Sun offers a competitive benefits package that includes:

- 100% coverage of medical (including acupuncture and chiropractic), vision, dental insurance for employees, 50% coverage for dependents
- 403b contribution option and 3% matching employer contribution after first year
- \$100,000 Life Insurance Policy
- 17 PTO days/year (increases each year until year 10)
- 17 Holidays/year (includes 2 floating holidays and a week of closure during winter)
- 4 Restorative days/year

- Birthday off
- Monthly internet and phone reimbursement, totaling \$100
- 12 week, 40% parental leave
- 2 months of paid sabbatical after year 7
- Annual professional development budget
- Financial advising through Stonebridge Financial Group

### **RISING SUN IS AN EQUAL OPPORTUNITY EMPLOYER**

Rising Sun is committed to diversity and considers all applicants for all positions without regard to color, ethnic background, religion, sex, gender, sexual orientation, national origin, age, and disability status. Equal Opportunity Employer/Affirmative Action; Women and individuals who are Black, Indigenous, and/or people of color are encouraged to apply.

### **Ready to apply?**

To apply, please email your resume, cover letter, and three professional references to [careers@risingsunopp.org](mailto:careers@risingsunopp.org) with "Grants Manager" in the subject line.