



## Job Description

### GRANTS AND EVENTS MANAGER

**SUMMARY:** Reporting to the Director of Development, the Grants and Events Manager assists in Bresee's corporate partnerships, fundraising events, and grant writing.

**ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:** The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Identify, complete and submit all corporate grant proposals and reports according to the development department calendar
- Build genuine relationships with corporate and foundation partners
- Identify, draft, and submit grant monthly requests
- Assist in grant reporting
- Maintain a funding portfolio
- Maintain accurate and up-to-date records in the Bloomerang database, including detailed documentation of interactions and next steps for each corporate partner
- Provide detailed and accurate reports to Development Director monthly
- Ensure high-quality communication materials are developed and maintained to attract and retain corporate partners
- Assist Development Director and Executive Director in identifying potential donors and/or opportunities
- With guidance from the Director of Development, oversee all aspects of the planning and execution of Bresee's annual fundraising events, including annual gala and smaller-scale cocktail or other cultivation events in partnership with the Board of Directors and Junior Board
- Solicit new event sponsorships and retain on-going event sponsorships to continually grow event revenue each year

**EDUCATION/EXPERIENCE/QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Must hold a Bachelor's degree from an accredited college or university; Masters preferred
- Must have at least 2 - 4 years of non-profit development experience, including events and grant writing.
- Must be highly organized, with special attention to detail and accuracy.
- Must have strong verbal and written communication skills in English.
- Must have demonstrated experience working with urban youth and families, sensitivity to multicultural issues, and comfort working in multicultural, urban environment.
- Must have outstanding teamwork, interpersonal relationship, and active listening skills
- Must be able to exercise good judgment, discretion, and confidentiality.
- Must submit to and successfully pass a criminal history background check.



- Must understand and support Foundation's Vision, Mission, and Values Statement.
- Must demonstrate computer competency with Microsoft Office tools including Word, Excel, PowerPoint; Google Suite and database systems.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects, and drive. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.

**WORKING LOCATION:** Location is based on a percentage of where work time is spent. In office 75%, out of office 25%. Indoors 95%, outdoors 5%.

**HOURS AND BENEFITS:** Full-time position, occasional weekend and evening hours will be necessary. Benefits include medical and dental insurance, vacation and sick leave, and 401k type pension plan. **Salary range: \$45,000 - \$55,000**

**TO APPLY:** Submit cover letter, resume and writing sample to [jobs@bresee.org](mailto:jobs@bresee.org) with the Subject Line: Grants and Events Manager position opening.

Candidates will be reviewed on a rolling basis, so please submit early. Resumes submitted without a cover letter and writing sample will not be reviewed.

***Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.***

