



**ORANGE COUNTY UNITED WAY  
JOB DESCRIPTION**

<b>Job Title:</b> Director, Grants and Contracts	<b>Reports To:</b> Chief Development Officer
<b>Department:</b> Grants and Contracts	<b>Position:</b> Full-time/Exempt

**Purpose of Position**

The Director, Grants and Contracts, will solicit and manage grant and contract funding for Orange County United Way (OCUW). Under the direction of the Chief Development Officer, the Director, Grants and Contracts, will lead a team in soliciting and managing grants and contracts that fund the organization's key areas of work, including the programs of United for Financial Security, United for Student Success, United to End Homelessness, and 211OC. This person will be a key member of the organization's development team and directors' team.

**Key Duties and Responsibilities**

- Manage the grants and contracts team, meeting annual revenue goals of \$10M+
- Develop proposals and applications to foundations, corporations, and government funders
- Prepare regular reports to funders, including both financial and narrative outcome reports
- Research potential funders and review opportunities to identify new funding sources
- Develop program budgets, data, and scopes of work for grant/contract applications and proposals
- Review grant agreements/contracts, recommend changes, and review modifications prior to grant/contract execution to ensure adherence to regulations
- Develop a comprehensive compliance plan for all grants and contracts
- Monitor activities, deliverables, and expenditures to ensure the organization is in compliance with new and existing grants/contracts; recommend appropriate action to enforce compliance where necessary
- Develop/implement policies and procedures related to grant/contract administration and compliance
- Maintain an understanding of federal, state, and local regulations relating to grants/contracts
- Provide guidance to staff regarding awarded terms, conditions, and regulations
- Work with program and finance staff in tracking monthly expenditures related to grants/contracts; ensure expenditures are allowable and within grant/contract guidelines
- Compile, prepare, and submit invoices and reports to funders with all required documentation
- Ensure receipt of reimbursements from funders and process payments with finance
- Ensure gift recognition is sent to funders and engage in ongoing donor stewardship
- Work with marketing department and programmatic teams to ensure funder recognition
- Establish and maintain cooperative working relationships with a variety of individuals, community groups, service providers, funders, and agencies
- Conduct and attend meetings to provide information, enlist support, resolve issues, and plan/coordinate activities
- Set up methods for effective project management from inception through completion
- Use applicable computer databases and applications related to the work
- Develop and maintain record-keeping systems to ensure deliverables
- Gather statistical data and other information required
- Ability and willingness to meet in person with funders, team members, and other partners as needed
- Maintain good public relations and provide clear spoken information via telephone, in writing, and in person
- Maintain confidentiality of sensitive and confidential matters and information
- Perform other duties as required

## **Core Competencies and Experience**

- Excellent written and oral communication skills
- Experience with fund development, grants and/or contracts administration and management
- Proficient in Microsoft Office (Word, Outlook, Excel, Teams, etc.), Zoom, database systems, and online grants management/application platforms
- Knowledge of codes, statutes, and laws related to various federal, state, and local regulations
- Ability to understand, interpret, and apply legislation, laws, rules, and regulations
- Ability to analyze operations and procedures to make recommendations for improvement
- Experience establishing effective working relationships with coworkers and the community
- Ability to speak effectively before groups
- Understanding of financial procedures
- Ability to compile and analyze data
- Coordination of complex statistical projects
- Effective communicator over the phone, in person, and in writing
- Organizational and time management skills

## **Job Requirements/Technical Knowledge**

- Bachelor's degree
- Four (4) years of related work experience
- Supervisory experience
- Demonstrated experience in fund development, grants/contract management, and reporting to funders

## **Employment Standards**

- Commitment to the mission and values of the organization
- Self-motivated and able to work effectively with minimal supervision
- Ability to represent program and Orange County United Way with public/private partners
- A decisive and resourceful individual with the willingness to accept responsibility and take charge of results; able to work successfully with limited resources
- Reliable internet connection and a quiet workspace free of disruptions
- Must be available to work flexible hours
- Access to a car, California Driver's License, car insurance and a satisfactory driving record are conditions of initial and continued employment.

## **Compensation**

Commensurate with experience, education, and market; \$90,000-\$120,000/year; competitive benefits.

## **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 be able to remain in a stationary position 75% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, records, and office machinery. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine and computer printer. Occasionally ascends/descends stairs, and constantly positions self to maintain computers in the office, including under the desks. The person in this position frequently communicates with coworkers and customers who have inquiries about our business operations and the community we service; therefore, the person must be able to exchange accurate information. The employee must occasionally lift and/or move up to 10 pounds.

## **How to Apply**

- Email cover letter and resume to: [Recruiting@UnitedWayOC.org](mailto:Recruiting@UnitedWayOC.org)
- No phone calls, please

## **About Orange County United Way**

Orange County United Way is committed to leading the fight for equity by removing barriers, closing gaps, and leveling the playing field for everyone who lives here. Orange County United Way is hands-on, delivering programs countywide to improve lives in the community by working to ensure students succeed, struggling families find financial security, and homeless neighbors find a place to call home. For more information, please visit [www.unitedwayoc.org](http://www.unitedwayoc.org).

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