



Grants Manager

Are you an experienced grant manager who is eager to support young people as they grow into science leaders who make a difference in our community and world?

To inspire the next generation of science leaders, Ocean Discovery Institute creates learning experiences for young people traditionally excluded from science due to race, income status, and educational opportunity. Our students will join high-paying fields, break generational poverty, and change the future of science. Founded in 1999 and through the ongoing support of all our stakeholders, Ocean Discovery students increase belief that they can become scientists, and our partnering schools demonstrate statistically significant higher achievement on state standardized tests. Through our leadership programs, 90% of participants earn a college degree within six years. Among these students, 77% earned science and related degrees, and 42% attained science and related careers. Because of this, we received the *Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring*, our nation's highest honor for advancing the participation of underrepresented groups in STEM. Today, we have a \$3 million annual operating budget, with ~25 employees serving 6,500 young people each year. We are growing to serve over 10,000 annually and operate from our Living Lab in City Heights. For a look at our programs and impacts, please view our video: [Organizational Video - YouTube](#).

Our values guide our students, families, team and supporters and our core competencies reflect our culture and values; all team members must exhibit the following:

Organizational Values

We love learning
We choose leadership
We believe in community
We stand for justice
We imagine possibilities

Core Competencies

Community Driven, Approachable, Trusted & Demonstrates Integrity,
Committed to Work Systems, Action Oriented, & Organizationally Agile
Leadership Competencies
Motivates Others, Manages Strategy and Process,
Develops Direct Reports

Ocean Discovery is an Equal Employment Opportunity/Affirmative Action Employer and deeply understand that diversity, inclusion, and belonging among our teammates is essential to our success. Our goal is to be a diverse workforce that is representative, at all job levels, of the community serve.

Position Summary

At Ocean Discovery Institute, our program managers work alongside fundraising staff to craft compelling solicitations and develop reports that demonstrate the impacts made possible by our supporters. As the Grants Manager, you oversee and participate in our internal grant identification, qualification, writing, and reporting processes. Today Ocean Discovery Institute generates approximately 60% of its income through grant writing efforts, and we are searching for a Grants Manager who can help us ensure continued success.

Compensation

Full-time, exempt, Pay: \$70,000-\$85,000

with comprehensive benefits package:

- Full medical, dental, life insurance, and long term disability coverage for employee
- Paid vacation- minimum of two weeks
- Paid holidays- Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, Winter Break Christmas Day through New Year's Day
- 401k with match opportunity and FSA plans
- Coaching, mentoring, and professional development opportunities

Duties and Responsibilities

Strategy and Leadership

- Developing annual strategic objectives and key results that will increase impact.
- Crafting and refining written grant templates that will empower other Managers to write compelling grants and reports.
- Working with other team members to build writing skills across the organization.
- Maintain and improve organizational systems to increase the effectiveness and efficiency of work.
- Provide leadership for organizational events and serve as an ambassador at external events.
- Serve as “Manager on Duty” to prevent and respond to potential hazards and incidents.
- Because of the organization’s size and nature, other duties will be required on an *ad hoc* basis.

Management of Fundraising Activities

- Crafting compelling written narratives for grant requests and reports within your assigned portfolio of donors (consisting of corporate, government, and foundations).
- Crafting compelling content for other organization-wide needs (e.g., event programs).
- Managing org-wide grant and reporting assignments and timelines using The Raiser’s Edge NXT.
- Preparing requests and reports so that Program Managers have what they need to complete their writing assignments (this includes a “grant story” highlighting what’s important to funders, recommended request amount, etc.).
- Working in partnership with Program Managers to ensure funding deliverables are met.
- Reviewing and editing requests, reports, and other organizational materials.
- Leading bi-weekly Grant & Reporting Workshops where request, budget, and reporting assignments are distributed.
- Overseeing grant research and qualification efforts to identify potential opportunities.
- Engaging volunteer grant writers in order to increase impact.
- Maintaining positive relationships with funders and other stakeholders through ongoing stewardship efforts.
- Maintaining all correspondence and other records needed for reporting purposes.

Position Qualifications & Requirements

- 5-10 years of relevant experience
- Demonstrated commitment to and passion for advancing equity in education
- Lived or learned experienced working with young people traditionally excluded from science because of race, income status, and educational opportunity
- Extraordinary creative writing and grammar skills
- Strong project and people management skills
- Experience and knowledge of proposal submission and other fundraising processes
- Ability to study and understand the history, structure, objectives, and financial needs of the organization.
- Proven ability to build and maintain trusted relationships with diverse colleagues and supporters
- Bilingual in language spoken in the City Heights community (e.g., Spanish, Vietnamese) highly preferred
- Excellent computer skills, including a high degree of proficiency in Microsoft Office software, and experience with The Raiser’s Edge NXT (preferred) or The Raiser’s Edge.
- Proof of COVID-19 vaccination
- Pass a fingerprinting / background check and complete a Tuberculosis assessment
- CPR and 1st Aid certified (if not, will need to obtain upon hire)
- Valid Driver’s License, vehicle insurance, clean driving record, and reliable transportation

Work Environment and Physical Requirements

Work is performed in an office setting with time regularly spent in classroom, outdoor, and natural settings. Schedule is generally Monday-Friday. Weekends, evenings, or early mornings may be required for periodic programs and events. Ability to remain stationary at desk and operate computer/electronic equipment 6-8 hours per day; occasionally lift, carry, and position objects weighing up to 35 pounds; move around indoor and outdoor education spaces, including uneven surfaces for up to 6-8 hours; occasionally move around the office to access files, office equipment; answer phone calls to coordinate programs and answer questions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

To Apply

Submit resume, cover letter, and 2-3 professional references to jobs@OceanDI.org.