



BOYS & GIRLS CLUBS OF CENTRAL ORANGE COAST

Grants Manager Performance Profile

Mission: To ensure every child has mentors and champions in life.

Organization Structure and Interfaces

Reports to:	Chief Philanthropy Officer (CPO)
Primary Interfaces:	CEO, Board of Directors, Chief Financial Officer, Directors of Philanthropy, Development Manager, Key Partners and Donors
FLSA Status:	Exempt
Benefits:	Medical/Vision/Dental, 401k Retirement Plan
Salary:	\$72,000 –\$90,000 DOE
Location:	Hybrid/Remote. While hybrid flexibility is preferred, we are open to considering remote working arrangements.

Position Summary

The Boys & Girls Clubs of Central Orange Coast is one of the most innovative, fast-paced and premier nonprofits in Orange County and we are looking for a Grants Manager to join our dynamic team. We are a results-driven, and mission-focused organization in need of a dynamic, energetic, donor-centric, organized, and committed professional to fill the critical role of Grants Manager.

As our next Grants Manager, you will work in the Resource Development Department and be responsible for key elements of building upon and executing our grants strategy, supporting donor engagement through copywriting, and be held accountable to the highest standards. You will work in partnership with the Chief Philanthropy Officer, with access to the CEO, and serve alongside key members of the Executive and Resource Development team. Every member of our team plays a critical role in the success of our Club and as the Grants Manager, you will impact the strength of the organization by growing our grant strategy, while increasing the value and impact of our brand in the communities we serve.

Beyond the minimum expectations of grant writing and reporting, we are looking for someone who is committed to the success of the youth and families we serve. This role is for you if you are a strategic thinker, like to be challenged, actively pursue professional development and growth opportunities, and thrive in a high-paced environment. The leadership team is tightly knit, high-functioning, and holds each other to high standards. The CEO and executive team have a track record of developing high-functioning leaders, mentoring professionals to grow, and challenging them to get out of their comfort zone. We are looking for someone who thrives in this sort of environment, under this style of leadership.

While this position is hybrid with the potential for remote flexibility, you will be expected to be available during the working hours of the organization (Pacific Standard Time) and attend meetings virtually and in the time zone of the organization. You will also be expected to assist with content creation, copywriting and other tasks related to in-person events. As requested, you will be expected to coordinate with the Chief Philanthropy Officer about any in-person meetings or events.

**Please review all areas of responsibility below along with specific instructions to apply.*



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Core Responsibilities:

1. Implement all aspects of the existing grant plan to ensure timely production of grants and reports to message an effective vision, impact, and mission of the Club.
2. Ensure that all grants are submitted and reported on a timely basis; working with team to maintain grant compliance and secure necessary program data for the most effective message.
3. Responsible for sourcing, identifying, and writing grants for new partners that will expand our current strategy and overall impact.
 - a. Responsible for understanding and utilizing our grants software, Instrumentl, to research new grant opportunities.
 - b. Responsible for understanding donor database, Donor Perfect, and having the ability to generate reports for all grant needs.
 - c. Supports all fundraising strategies, donor relations and overall resource development plan.
4. Maintain organized calendar for grants compliance and reporting needed for all formal grant reports and stewardship updates.
5. Support donor engagement by supporting the marketing department with copywriting and content creation through multiple channels.
6. Support volunteer engagement by supporting the implementation and execution of current volunteer activities.
7. Communicate effectively with the CPO, CEO, key executive staff, Board of Directors, partners, and key donors as needed.
8. Must have proficient knowledge and experience with technology needed to work hybrid/remote.

Additional Responsibilities:

1. Participate in training, webinars, workshops and professional development as requested.
2. Assist in marketing and outreach of Club activities, events and impact.
3. Assist with campaign messaging and other aspects of language for the organization.
4. Be a role model and advocate for the youth we serve.

Performance Objectives – Deliverables

1) Adopting the culture and acclimating BGC Central OC: Participate in on-the-job training with CPO and development team.

- Become familiar with policies and procedures of the BGC Central OC.
- Meet with and become familiar with the key staff, Board of Directors and key partners.
- Become familiar with the day-to-day functions of the Resource Development Department.
- Identify key strengths, weaknesses, opportunities and challenges with regards to the grants plan and tools in the Development Plan: website, digital and print outreach, social media, etc.
- Build upon our plan for outreach and execution of grants plan.

2) Within 45 days, deliver a Grants Strategy Report – a comprehensive review of your research, conclusions, and plans to build upon current grants calendar and portfolio to maximize scale and growing budget of grant awards. This summary report will identify and assess current and past strategies as well as plan for strengthening grants outreach and tools.



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3) Become proficient with Grants & Donor Software: Immediately evaluate and train in all aspects of both platforms.

- Become familiar with software and participate in any necessary training.
- Become proficient in generating reports and donor analytics as needed.

Within 45 days, become proficient with InStrumentl and DonorPerfect software and understand functionality to run reports, manage your portfolio of grants, leverage software to grow new donor acquisition and overall portfolio.

QUALIFICATIONS/WISH LIST:

- If you are smart, self-motivated, results-driven, accountable, and have a positive attitude, you will be a strong fit here.
- We are looking for someone who wants to be a part of a winning team and understands the level of personal commitment it takes to be on a winning team.
- We are seeking a compelling storyteller who understands the art and science of grants strategy and has a strong track record of securing a growing portfolio of grant awards.
- We prefer you to have earned a bachelor's degree in English, communication studies, journalism, or another related field or relevant work experience in grant writing, grant reporting, copywriting and growing grant plans with a proven track record of success.
- Experience using AI and technology platforms to increase efficiency and strengthen grants strategy.
- It is important that you are: highly organized, have a high attention to detail, have strong communication skills (written and oral, enjoy building and fostering relationships, pursue growth as a professional, have the ability to deliver on a schedule and complete deadlines, live by core values, and thrive when being challenged.

HOW TO APPLY (It is critical you follow directions to be considered for this position):

1. Please apply at: <https://boysandgirlsclubca.bamboohr.com/careers/137>
2. Please respond to this ad no later than May 15, 2026.
3. Please attach your resume as a Word or PDF document.
4. Please attach a cover letter introducing yourself and summarizing why you feel you are a GRANTS NINJA and why you should be selected to join our team.