

VENTURES

TITLE: Grants and Program Data Manager

REPORTS TO: Maria Cadenas, Executive Director

LOCATION: Hybrid, including remote work within the tri-county region.

CLASSIFICATION: Full Time, 40 hours per week

PAY: \$65K-\$75K annual salary, based on experience.

Preferences given to applicants who submit materials by September 30, 2022, however this position is open until filled

Please send resume and cover letter to: info@sccvonline.org

About Ventures

Established in 1989, Ventures partners with rural Latino working-class families in California's Central Coast to ensure a shared and equitable economic future for all.

Our transformational programs make certain that individuals understand and use their economic and political power. From building their savings to advocating for a living wage, our approach builds community and connects financial stability, wealth building, and self-determination.

Our work creates dignity by recognizing, acknowledging, and valuing our community members' leadership in making change happen. Together, we are working towards a shared and prosperous economic future where zip code, race, gender, or immigration status do not dictate income or wealth.

We believe that:

- Money, and how it is earned, used, and implemented to build wealth and financial systems, is a key component to building wellbeing and a vibrant society.
- We must be intentional and explicit in our work towards racial and gender equity, as social systemic oppressions, including those based on race and gender, are replicated and augmented through the current economic system and related policies.
- Local economies and equitable distribution of income and wealth provide the greatest return and align best in creating wellbeing.
- Money and financing are not well understood and there is a level of mystification around the topic that prevents engagement.

We work in ways that:

- are family centered and culturally appropriate;
- remove system level barriers to economic equity;
- provide leadership development and financial education for children and youth;
- develop new financial and asset building vehicles; and
- lift and leverage the great work already being done.

Our geographic reach encompasses Monterey, San Benito, and Santa Cruz Counties. Ventures is Latina immigrant led organization.

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Job Description

The Grants and Program Data Manager works closely with our Executive Director to support Ventures' goals and strategies to ensure the financial sustainability of the organization. The Grants and Program Data Manager supports the cultivation and sustainability of partnerships through the administration of our grants and fundraising operations, including reporting, compliance, program data analysis, and engagement. Working collaboratively with other Ventures' team members, they ensure that all programs, both internal and external, are achieving maximum impact, operating efficiently, and meeting the needs of the community we are serving at large.

The ideal candidate is a passionate, entrepreneurial, culturally competent team player, and solutions-oriented problem solver. They have a strong attention to detail, a dedication to service, and strong understanding of excel and other data systems, including Salesforce.

A summary of the duties includes, but is not limited to the following:

Grants Management & Administration:

- Manage all day-to-day grant related processes from the development of any new requests for proposals, to executing grant agreements and monitoring progress.
- Serve as staff lead on development and maintenance of the grants management system.
- Explore opportunities to grow and expand Venture's revenue model, including earned revenue opportunities, corporate partnerships, sponsorships, etc.
- Develop all grant related reports and monitor work plans or scopes of work to ensure program objectives.
- Review grant budget reports to ensure integrity of grant funds.
- Prepare and submit payment requests and ensure timely processing of grant payments.
- Provide ongoing compliance monitoring, tracking and management of program data and project closeouts of internal and external grants.
- Establish/maintain system for collecting and tracking grant progress reports on a monthly and/or quarterly basis.
- Coordinate routine correspondence with funders, board, and others.
- Prepare and distribute grant related correspondence, including agreements.
- Coordinate the financial review, monitoring and other supportive activities needed for prospective and funded partnerships.
- Support monthly financial review, annual fund development plan, and audit committee.
- Assist with the development of new policies and procedures related to grants management, and make recommendations that affect existing policies, procedures, and practices.
- Provide other administrative support as assigned

Program Data & Evaluation:

- Produce various periodic reports, graphs, and charts to demonstrate program impact for internal and external audiences.

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- Research and prepare written reports via literature reviews and research on evidence-based programs or best practices that align with Ventures' Vision, Mission, and Programs.
- Assist with the development of Ventures' Internal and external Scorecards.
- Compile a variety of statistics and data from national, regional, or other public data sources (includes but not limited DataShare, Census Bureau on population/county specific data, etc.).
- Provide assistance in guiding Ventures' impact strategic plan.

Collaboration & Other Duties:

- Participate as a team member in assigned project activities, and perform other tasks as assigned.
- Attend internal and external meetings as assigned
- other duties as assigned

Ventures staff must be able to work independently, under minimum supervision, and act on own initiative. The ability to communicate and coordinate effectively and support activity will be critical. This job description is intended to describe the general nature of the work performed by employees in this job. It is not an exhaustive list of all the job's responsibilities. At Ventures, all jobs include broad responsibilities for continually improving the processes we use.

Physical Demands and Work Environment

The employee is frequently required to drive, walk, and climb stairs. The employee must occasionally lift and/or move up to 20 pounds. The work environment is primarily within an indoor office environment or comparable space (remote work from home, for example), with occasional exposure to outdoor weather when traveling to program sites.

Qualifications

- Believes in Ventures' Vision, Mission, and approach to the work. Embodies Ventures' Values.
- Ability to work with internal and external teams, provide excellent customer service, and build strong working relationships with diverse community leaders, institutional partners, peers, and colleagues.
- Strong organizational abilities including project management, planning, and program development.
- Experience in collecting and analyzing data with a demonstrated knowledge in research and evaluation.
- Ability to take initiative and proactively manage multiple and sometimes competing tasks and projects while satisfactorily meeting deadlines and desired outcomes.
- Detail-oriented with excellent written and verbal communication skills.
- Solution-focused: able to analyze administrative, financial, and technical problems and recommend effective solutions.
- Extremely flexible, with a strong work ethic and an entrepreneurial spirit to accommodate a high level of responsibility and multiple priorities.

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- Experienced and proficient in Microsoft Office (Outlook, Excel, and PowerPoint) as well as other data management systems and reporting tools. Grants management software experience a plus.
- Thrives in a fast-paced environment
- Bilingual (English/Spanish), bi-literate, and/or bi-cultural strongly preferred
- Experience in financial capability and asset building strongly preferred
- Valid California driver's license
- Must be sensitive to cultural diversity and the needs and contributions of working-class families