



Position: Full-Time Grants & Administrative Program Manager
Supervises: Administrative Staff
Reports To: CEO
Customary Workdays: Monday through Friday; some weekends required
Salary Range: \$50K-\$60K
Headquarters: Inglewood (Los Angeles County)
Service Locations: Statewide (*Remote work until otherwise advised*)

SUMMARY: California Black Women's Health Project is excited to announce that we are looking for a passionate and energetic **Grants & Administrative Program Manager** to join our growing team of dedicated and dynamic staff, volunteers, and consultants who are committed to improving the health and wellness of California's 1.2 million Black women and girls. We are seeking a highly self-motivated and adaptive leader who is inspired to engage and grow their expertise to deepen California Black Women's Health Project's impact in the communities we serve. If you are a leader from the public, private, non-profit, or volunteer sector who is being called to serve for the greater good, we strongly encourage you to consider this opportunity.

ESSENTIAL ROLES AND CONTRIBUTIONS

Grants Management and Reporting

- Lead organization's transition to a Customer Relationship Database and Grants Management System (CRM); update and maintain funding and grant related data within the CRM System; and serve as the lead for expanding the agency's use and functionality of the CRM system to facilitate donor, program, and community stakeholder engagement
- Develop, implement, and monitor grants management procedures and protocols related to grant awards and agreements, grant deliverables, reporting, and compliance with local, state, federal, philanthropic, and corporate rules, regulations, and guidelines
- Regularly manage and update the tracking of all grant requirements and timelines and create an early warning system procedure to ensure timely completion and submission of all grant related deliverables and reporting
- Coordinate grant site visits, provide documentation requested by funders, and communicate with staff and funders to address any questions and issues that may arise
- Monitor, track, and analyze grant expenditures and provide CEO with monthly financial status reports for all grant-funded programs and activities
- Provide CEO and CABWHP team members with quarterly progress reports on the status of all grant-funded programs and activities
- Develop an annual grants impact report to share with funders, organizational partners, and CABWHP Board of Directors



Administrative Program Management

- Develop and implement ongoing, interactive, and engaging staff training and toolkits on all grants management procedures and protocols, as well as the utilization of the agency's CRM system
- Develop a system to coordinate with CABWHP grant leads to ensure timely completion and submission of all grant related deliverables and reporting; ensure that CABWHP grant leads are operating within budget and grant guidelines; provide CABWHP grant leads with coaching and consultation to solve challenges related to meeting grant objectives, deliverables, and reporting
- Contribute to and/or lead proposal development activities in collaboration with CABWHP team members and volunteers, including but not limited to: writing proposal content and budget narratives, proof-reading and editing proposals, and coordinating proposal submissions and follow-up
- Prospect new foundation, corporate, and government funding and sponsorship opportunities to continue to expand and diversify the organization's portfolio of funding partners
- Foster engagement with key external stakeholders and represent the organization in network meetings and outside functions and events
- Participate in organizational staff meetings; provide support to program activities and events on an as needed basis; and participate in community organization events and activities as required or requested
- Work in concert with the CEO to secure funding resources to drive organizational growth and sustainability; perform administrative and management tasks and lead special projects as needed by the CEO

Qualifications/Ideal Competencies

- Bachelor's Degree from an accredited university and 3-5 years of related experience
- Experience navigating online financial management, client services, or project management database programs, including Microsoft Excel. Working knowledge of CRM platforms (e.g. Salesforce, Kindful, Salsa, EveryAction, etc..) highly desirable
- Technological savvy and ease with using Microsoft and Google suite software programs; and with videoconferencing apps (e.g. Zoom, WebEx, BlueJeans)
- Strong, effective, and clear written and verbal communication skills with the ability to convey concepts, ideas, information, and viewpoints to diverse audiences
- Entrepreneurial-oriented team member who enjoys "filling-in-the-blanks" to identify and execute the action steps required to achieve high-level visions, goals, and directives
- Ability to organize and prioritize work deliverables, meet deadlines, and produce quality results on time with attention to detail
- Adaptability to work both independently and collaboratively as required by the project and tasks at hand



Compensation and Benefits

Salary is commensurate with the level of matching experience, qualifications, and competencies. The position is exempt for overtime purposes. California Black Women's Health Project offers a generous benefits package that includes medical and dental insurance, employee sick and vacation time, 403B retirement savings program, observation of all federal holidays and paid leave for the week of Christmas through New Year's Holidays.

How to Apply

Please send a resume, cover letter, and social media handles via email to WELLWOMAN@CABWHP.ORG with your first name, last name, & position title in the subject line (first/last/position).

About California Black Women's Health Project

CALIFORNIA BLACK WOMEN'S HEALTH PROJECT is the only 501(c)(3) non-profit organization solely dedicated to improving the health of California's 1.2 million Black women and girls through advocacy, education, policy, and outreach via a Sister Circle model of engagement. We are committed to advocating for policies and practices that promote and improve physical, spiritual, mental, and emotional well-being. We believe a healthier future is possible when women are empowered to make choices in an environment where equal access and health justice are community priorities.

www.cabwhp.org