

Grants Manager

Seva (Say-va) is a sanskrit word for service. Seva Foundation was founded in 1978 with a mission to alleviate suffering caused by poverty and disease; our approach is to build partnerships to respond to locally defined problems with culturally sustainable solutions.

Seva seeks a highly competent Grants Manager to join our diverse and committed team, working together in a casual environment, to make a significant and sustainable difference in the world.

Primary Responsibilities:

- Defines resources and develops strategy, objectives, timetable and action plan for each project or activity to be managed.
- Writes persuasive and substantive grant proposals and subsequent reports and ensures timely submission for private foundations, corporations, individuals, governments and other organizations.
- Researches funding patterns and opportunities from various sources and makes funding recommendations to the Director of Development.
- Writes acknowledgement letters and prepares other correspondence as needed.
- Identifies award opportunities, drafting letters of nomination and completing application forms.
- Coordinates and interfaces with internal departments and staff from funding organizations.
- Maintains current data and stays informed on Seva program work to have current background information as well as create boiler plate language.
- Maintains a tracking system to monitor grant proposal and report status including submissions, responses, renewals and reporting requirements.

QUALIFICATIONS

- Undergraduate degree.
- Three years of fundraising experience, including a proven track record in proposal development, grant writing and reporting, and revenue increases.
- Superb writing and editing skills.

- Excellent interpersonal and communication skills
- The ability to meet deadlines and work on multiple projects concurrently
- Excellent organizational and project management skills.
- Proficiency in Word, Excel. Database experience preferred, Raiser's Edge a plus.
- Team-oriented, flexible, positive, personable and willing to learn.

Full time position, reports to Director of Development. Salary depending on experience.

Learn more about Seva at www.seva.org.

To apply, send resume and cover letter to Hiring Manager, 1786 Fifth Street, Berkeley, CA 94710 or email to jobs@seva.org with subject line: Grants Manager or fax to (510) 845-7410. No calls, please. Position is open until filled. Seva is an equal opportunity employer.