



JOB TITLE: Public Grants Manager

REPORTS TO: Director of Development

SALARY RANGE: \$66,500-\$78,000

JOB LEVEL: Manager (Intermediate)

CLASSIFICATION: Exempt

MISSION STATEMENT: To help transform the social and economic conditions in South Los Angeles that foster addiction, crime, violence and poverty by building a community institution capable of involving thousands in creating, influencing and changing public policy.

ORGANIZATION OVERVIEW: Community Coalition (CoCo) is a non-profit social justice organization founded by now-Mayor Karen Bass that works to address social and economic conditions in South LA by providing a platform for everyday residents to fight for policy solutions that build up the community. Since 1990, CoCo has built a groundbreaking, community-driven approach to creating change. We elevate our members' voices, shift power to the community, and tackle the root causes of poverty, crime, and violence. Together we are creating a more prosperous, safer, and healthier South LA.

CoCo's projects and victories include, among others:

- Stopping the expansion, and curbing the overconcentration of liquor stores in South LA
- Innovating and implementing violence prevention programs and strategies
- Leading child welfare campaigns to help keep more families together
- Bringing joy and healing through multifaceted arts programming that creates spaces for everyday people to get involved in pertinent community issues and opportunities

CoCo is an equal opportunity employer. People of all races, religions, and gender identities are encouraged to apply.

POSITION DESCRIPTION: The Public Grants Manager is responsible for the oversight of current and future public (federal, state, local) contracts that Community Coalition is awarded. This includes day-to-day management and evaluation of contract program activities that encompass: public health prevention programs, community outreach and resident leadership development activities. The Public Grants Manager coordinates with public funders, community organizations and stakeholders to administer programming and maximize impact. The Public Grants Manager ensures all deliverables are met through a set of quality controls and routine contractual and programmatic compliance checks. The Public Grants Manager as a part of the Development Team will be expected to research and help apply for new public awards.

As a manager, this role is expected to; provide leadership, support, and basic training to other staff as appropriate; provide supervision, as appropriate and assigned; help set key performance indicators and

goals; work in a team to adjust strategy to provide the team clarity and direction; represent the organization with external stakeholders as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

- Provide proactive leadership around the management, oversight, and compliance related to all public contracts with entities that include the LA County Department of Public Health, LA County Department of Arts and Culture, and the National Endowment for the Arts, among others
- Collaborate with the Development Team to support the procurement of new contracts, which includes document preparation, completing registration requirements, and writing/articulation of work for new public contracts.
- Establish infrastructure and systems to track the progress of multiple project-based contract deliverables. This includes the establishment of project timelines, quarterly deliverables check-in meetings with staff and project teams, etc.
- Perform quality assurance checks with organizational records to ensure organizational compliance and successful fiscal and programmatic audits.
- Attend key meetings connected to the organization's public contracts (i.e. webinars, provider/coalition meetings, trainings etc.) and represent the organization, as appropriate
- Field all contracts and distribute them to the appropriate team members
- Coordinate with the Finance Department to: align and identify program expenditures in support of timely billing; ensure reports match expenditures; and ensure the accurate uploading of key documents
- Oversee external partner relationships as they relate to public contracts deliverables to ensure partners are informed of project(s) successes and opportunities for improvement.
- Work in conjunction with external consultant teams to develop and execute data research and evaluation projects as they relate to contract-related projects.
- Submit regular narrative and budget reports to funding agencies to ensure contract compliance
- Contribute to core organizational functions, including outreach, organizing, and fundraising.

QUALIFICATIONS: The ideal candidate will have at least a 3+ year track record of successfully leading the coordination and management of grants and contracts for a non-profit agency; sound knowledge of the social and economic landscape in South Los Angeles and the social determinants of health impacting the community; experience working across teams to accomplish a collective goal; at least a Bachelors degree, ideally a Masters of Social Work or Masters of Public Health.

Skills:

- Strong analytical verbal and written communication skills, with an emphasis on an ability to effectively communicate with diverse audiences using multiple mediums.
- Outstanding organizational and project management skills, with great attention to detail and the ability to work under pressure with a high degree of accuracy.
- Expertise in Microsoft Office, and Google Suite platforms.
- Ability to work autonomously and as a member of a team.
- Ability to handle multiple projects simultaneously and meet frequent deadlines.
- Ability to prioritize and set goals by developing weekly, monthly, and quarterly work plans.
- Ease at managing competing priorities and strategically problem-solving.
- Skill in research and analysis.

- Ability to maintain strict confidentiality.

Values and Community:

- A deep belief in the power and science of organizing and respect and love for our stakeholders in South Los Angeles
- Belief in CoCo's mission, approach, and core values and a commitment to improving the social and economic conditions of residents in South Los Angeles
- Humility and respect for the lived experiences of South Los Angeles residents, and the ability to work with a diverse South Los Angeles population.
- Reflective and a life-long learner
- Strong work ethic
- Highest level of integrity
- Excellent teamwork and collaboration skills; willing to support team members as needed on the organizing team, civic engagement team, and across the organization for high-priority projects or events
- Exemplary customer service skills including the ability to identify needs, provide prompt responses, and exercise patience, respect, and professionalism in all interactions

To apply to this position, please send your resume and cover letter to jobs1@cocosouthla.org with the subject line: Public Grants Manager. Please note that only applications with cover letters will be considered. Cover letters should address the following:

- Your core values and what shapes them
- Your interest in working in South LA and for Community Coalition
- Your experience and interest in the Public Grants Manager position