



Job Announcement

CEJA Temporary Grants Manager

The California Environmental Justice Alliance (CEJA) is a statewide coalition of grassroots, community-based organizations. We organize in communities most impacted by environmental issues – low-income communities and communities of color – to advance statewide policy that protects the environment and our health.

We have six core members and four partners across California: the Asian Pacific Environmental Network; Center for Community Action & Environmental Justice; Center on Race, Poverty, and the Environment; Central Coast Alliance United for a Sustainable Economy; Communities for a Better Environment; Environmental Health Coalition; Leadership Counsel for Justice and Accountability; People Organizing to Demand Environmental & Economic Rights; Physicians for Social Responsibility-Los Angeles; and Strategic Concepts in Organizing and Policy Education. For more information, please visit www.caleja.org

JOB TITLE

Temporary Grants Manager

POSITION DESCRIPTION

Under the supervision of the Development Director, the Temporary Grants Manager will manage diverse aspects of CEJA's Development work, thereby helping to raise CEJA's annual budget. The Temporary Grants Manager will have responsibility for day-to-day management of the grants program, including CEJA re-grantee reporting processes, and will play a role in CEJA's individual donor fundraising program.

This is a temporary, full-time, non-exempt, hourly position. This is an at-will position that is anticipated to be needed from approximately March 15, 2019, to approximately October 15, 2019. There is some flexibility as to the start date. The end-date is subject to change at the discretion of EHC.

REPORTING RELATION/LOCATION

The fiscal sponsor for CEJA is the Environmental Health Coalition (EHC), a member of CEJA. The Temporary Grants Manager will be a temporary employee of EHC and covered by its organization's pay rates, benefits, office rules, personnel policies and structure. The Temporary Grants Manager will report directly to CEJA's Development Director, who is based in the LA area. The location for this position is preferably in the LA area, but could potentially be in the Oakland or Sacramento areas.

PRIMARY RESPONSIBILITIES

Planning and Evaluation (Approximately 5%)

- With Development Director, take a leadership role to implement, evaluate, engage other staff, and periodically adjust CEJA's annual Development Plan.
- Participate in weekly or more frequent development meetings.
- Prepare monthly updates for CEJA, EHC, and Steering Committee.

Grants Management (Approximately 70%):

- Directly manage the production and submission of grant proposals, reports, and other materials for funders. Oversee CEJA's and CEJA Action's grants calendar. Ensure timely compliance with deadlines and technical grant requirements.
- Craft and generate CEJA's and CEJA Action's written reports and proposals. Use independent judgment and draw on expertise to develop approach and strategy.
- Work with Development Director on framing of proposals.
- Identify relevant staff, interview staff to gather information on grant deliverables.
- Work with ECH's Fiscal Manager to produce financial reports for grant reports and some budgets for grant proposals.
- Identify and gather supplementary materials, such as media items and various publications.
- Finalize and assemble drafts of full report and proposal packages for final review.
- Submit final reports and proposals to funders.
- Organize CEJA's efforts to secure sponsorships from funders for our annual Congreso or other one-time fundraisers.
- Work with the Development Director and CEJA's member and partner organizations to support CEJA's re-granting processes. Directly manage the re-grant reporting process.

Develop CEJA's Individual Donor Base (Approximately 15%)

- Assist with planning, managing, creating materials and implementing a range of strategies to attract, engage, and retain individual donors as directed by Development Director.
- Plan and execute, with support, event-specific funding plans, such as sponsorships for our annual Congreso or other one-time fundraisers.

General Development and Organizational Responsibilities (Approximately 10%)

- Produce public relations materials for CEJA and CEJA Action as needed.
- Provide guidance and direction to the Operations Manager and various vendors in matters relating to processing donations and grant funds.
- Fulfill a range of administrative functions related to the digital tools used in CEJA's and CEJA Action's development work, including maintaining orderly files and updating grant and individual donor data.
- Actively participate in CEJA-wide events, such as the annual Congreso.
- Complete additional tasks as assigned by Development Director.

Part of the Team:

- 1) Support campaign/departments in administrative areas, as appropriate.
- 2) When needed, all employees will be called on to do all activities, including advocacy, organizing, education and research. You are encouraged to participate as part of the

- CEJA team.
- 3) Other reasonable duties as assigned.

QUALIFICATIONS AND SKILLS REQUIRED

- Minimum of 3 years working in nonprofit sector (Social Justice or Environmental Justice organizations strongly preferred)
- Minimum of 2 years of grant writing
- Leadership, coordination, and facilitation skills and experience required
- Demonstrable organizational, managerial, and communication skills
- Excellent writing/editing and verbal communication skills
- Experience working with coalitions
- Ability to work flexible hours to respond to position needs
- Strong working knowledge of Microsoft Office Suite (Word, Excel, Power Point)
- Strong web research skills and general Internet fluency
- Commitment to Environmental, Social and Economic Justice

QUALIFICATIONS AND SKILLS PREFERRED

- Relationship builder and people person
- Sincere commitment to work collaboratively with CEJA staff, committees, organizational community members, and supporters
- Self-starter, able to work independently
- Ability to handle a fast-paced work environment and take on additional tasks as needed to support CEJA's overall mission

Starting Salary: \$28.85–30.29 per hour, depending on experience.

Benefits: CA Sick Leave. This paid leave accrues at the rate of 1 hour of sick leave for every 30 hours worked. Temporary employees may accrue not more than 24 hours of CA Sick Leave in any given year.

Deadline and Start Date: As indicated above, this temporary role is anticipated to be from March 15 to approximately October 15, 2019. There is some flexibility as to the start date. There may be an opportunity for permanent employment at the end of the temporary employment period.

Applications:

- Email jobs@caleja.org. In the subject line, put the words **Temp Grants Mgr** followed by a dash and your last name, first name. For example: *Temp Grants Mgr – Chavez, Cesar*
- Attach 3 separate documents to your email:
 - Cover letter, including your name, telephone number, email, and mailing address
 - Resume
 - A 3-page grant writing sample, such as an LOI, proposal, or grant report. An excerpt from a longer item is welcome.

Environmental Health Coalition is an equal opportunity employer.