



Job Description

Department:	Development Department	Location:	Pacoima
Job Title:	Development & Grant Manager	Reports to:	Executive Director
Exempt/Non-Exempt:	Exempt	Revision Date:	5/2026
Position Type:	Full-Time	JD Approved by:	Luis Cervantes
Pay Range	\$75,000 - \$95,000	Apply at:	Luis.c@ecda.org

Job Description

Position Summary

Reporting to the Executive Director, the Development & Grant Manager will be responsible for developing, planning, organizing, and directing all of El Centro De Amistad’s fundraising activities including annual fundraising, foundation grants and grant writing, special events, major gifts, planned to giving and communications. Highly collaborative, the Development Manager works closely with the Executive Director, Senior Team and the Board of Directors in all fund development endeavors. The Development Manager also oversees the communications, and marketing functions and builds strong relationships with the community and external stakeholders.

Role and Responsibilities

- Update and monitor annual development plan in keeping with the organization’s values, mission, vision, and plans.
- Dedicates 60% of their time in seeking and Identifying grant opportunities (Federal, state, local and city), developing grants (working with and obtaining relevant data from programs), writing, and submitting grants to reach proposed agency goals and program needs.
- Develop Philanthropic relationships and seek opportunities to support mission driven agency goals.
- Grow a major gifts program including identification, cultivation, and solicitation of major donors.
- Direct employee fundraising drives and gift recognition programs.
- Establish and cultivate relationships with prospective donors through moves management structure, including individual and corporate donors, foundations, philanthropic organizations, community partners.
- Oversee grants program including research, proposal writing, and reporting requirements.
- Provide assistance and support to Board of Directors and relevant Board committees in their fund development roles.
- Oversee the effective use of fundraising and other software and technology within the development and administrative departments.
- Will oversee all media relations and external communications, developing and executing strategies to enhance the organization's visibility and engagement with key stakeholders and the public
- Develop, implement, and manage marketing and communications strategies to support community awareness, outreach and fundraising activities, including marketing materials, media relations, and social media.
- Make public appearances and accept speaking engagements to share information about El Centro De Amistad with the greater Los Angeles community.
- Manage, lead and evaluate fund development and communications staff.
- Participate responsibly and demonstrate professional conduct as a member of the management team.
- Ensure Agency compliance with legal, contractual and internal policy requirements.
- Always demonstrate professional conduct.
- Report any issues, risks, concerns or questions to the Executive Director.

Competencies

- To perform the job successfully, an individual should demonstrate the following.
- Achievement Focus - Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Recognizes and acts on opportunities. Sets and achieves challenging goals. Takes calculated risks to accomplish goals.



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- Business Acumen - Aligns work with strategic goals. Conducts cost-benefit analyses. Demonstrates knowledge of the market and competition. Displays orientation to profitability. Understands business implications of decisions.
- Business Ethics - Inspires the trust of others. Keeps commitments. Treats people with respect. Upholds organizational values. Works with integrity and ethically.
- Managing Customer Focus - Develops new approaches to meeting customer needs. Establishes customer service standards. Monitors customer satisfaction. Promotes customer focus. Provides training in customer service delivery.
- Planning and Organization - Integrates changes smoothly. Plans for additional resources. Prioritizes and plans work activities. Sets goals and objectives. Uses time efficiently.
- Strategic Thinking - Adapts strategy to changing conditions. Analyzes market and competition. Develops strategies to achieve organizational goals. Identifies external threats and opportunities. Understands organization's strengths & weaknesses.

Qualifications and Education Requirements

- A Bachelor's degree, preferably in Communications, Public Relations or relevant field.
- Bilingual (English/Spanish) with excellent oral and written communication skills.
- Must have great organizational skills, be detail oriented and be a self-starter with the ability to multitask.
- At least 5 years' experience in fundraising focused on individual and institutional giving, grant writing, public relations and marketing, and donor relations management.
- Demonstrated knowledge of mental health services, social services, services for low-income/vulnerable populations or related content area, preferred.
- Demonstrated excellence in organizational, managerial, and communication skills.
- Must be computer savvy and proficient in using CRMs.
- Skilled in working effectively with a diverse group of donors and organizations.
- Candidate needs to be motivated and able to communicate effectively, and efficiently, both verbally and in written format.
- Strong computer literacy including Microsoft Word, Excel, Access, Adobe PDF, Outlook, Google Drive, Internet, and other standard equipment.
- Must clear HIPAA certification, Department of Justice, and TB clearance.
- Must have a reliable vehicle/access to transportation, valid California driver's license, and be responsible for all liability on vehicle.

Preferred Skills

- Language Ability: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Mathematical Ability: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage and to draw and interpret bar graphs.
- Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Comment

Candidates must be able to work effectively with their team and Manager, demonstrate adaptability, and can accomplish program goals and objectives. Candidates should demonstrate empathy, courtesy, interest, and a willingness to adhere to safety rules, as well as computer, email, Internet, and dress code policies. Must have valid California driver's license and use of personal vehicle that has liability car insurance. Candidates will receive their required BBS supervisory ratio for client services provided.



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The benefits of joining the ECDA team include health insurance, vision, dental, long-term disability, AD&D, life insurance, vacation, sick leave, paid holidays, jury duty, bereavement, and 401K matching.

All employees must demonstrate an understanding, patient, and receptive attitude toward individuals of varied age groups, behaviors, and varied disabilities. Employees must have the ability to maintain composure under stressful conditions. Staff must be able and willing to work with clients who have special needs and/or aggressive behaviors (i.e., biting, kicking, hitting, emotional outburst, etc.). Staff must have behavior management strategies and techniques relating to clients experiencing behavioral difficulties, positive behavioral interventions and applied behavioral analysis.

El Centro de Amistad provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, El Centro de Amistad complies with applicable state and local laws governing nondiscrimination in employment at every company location. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Acknowledgment

By signing below, I acknowledge that I have read and understand the position description for this position, including the working conditions listed below. I feel I am qualified to perform the position duties as described, including the physical and mental requirements as outlined.

By signing below, I feel I am qualified to perform the position duties as described with the following reasonable accommodations:

Employee Name:		Date:	
Employee Signature:			



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Physical Demands:			
	FREQUENTLY	OCCASIONALLY	SELDOM
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carrying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Finger Movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Demands:			
Outside:	Ability to spend 20% of work time outside		
Inside:	Ability to spend 80% of work time indoors		
Noise:	Ability to withstand moderate to high noise levels, including voice levels 90% of time		
Heat:	NA		
Cold:	NA		
Electric Equipment:	Ability to operate office equipment, computer, copier, and cellphones		
Work with Others:	100% of time spent working and interacting with team and other departments		
Reading	Ability to read at a college level		
Writing	Ability to write at a college level		

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by staff members assigned to this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the staff member assigned to this job.

To apply or any questions, please email Luis Cervantes at luis.c@ecda.org