



## **Manager of Development, Grants, and Contracts – FTE042018**

### **Agency Description**

San Francisco Community Health Center (formerly known as API Wellness) is a federally qualified health center that provides culturally competent, high quality medical care, health services, education, and outreach. We transform lives by advancing health, wellness and equality. We strengthen the well-being of and lead underserved communities—of all races, ethnicities, gender identities, sexual orientations, and immigration statuses— toward justice and health. Founded in 1987 as an all-volunteer, community-based response to the AIDS crisis in communities of color, we are an anchor-organization for San Francisco’s Tenderloin neighborhood, and we also lead regional, statewide, and national programming. We believe that everyone deserves to be healthy and needs access to the highest quality health care.

### **Position Summary**

The Manager of Development, Grants and Contracts (MDGC) reports to the Chief of Strategic Engagement and works closely with the CEO and the Development Committee of the Board of Trustees. The MDGC is responsible for the leadership and management of all fundraising activities to support the programs and services of San Francisco Community Health Center.

### **Essential Responsibilities:**

1. The Annual Fund
  - a. Develop, implement and grow a robust annual fund program that provides a strong foundation for SFCHC growth.
  - b. Collaborate with the Management Team and the Board of Trustees to reach annual fundraising goals and objectives.
  - c. Enhance the use of DonorPerfect to maintain accurate donor demographic information and accurate reporting.
  - d. Prepare monthly reports for leadership and the Board of Trustees on development goals and progress toward achieving those goals. Report on the progress of grant research, proposal submissions, and funding outcomes.
2. Grants
  - a. Research prospective grant opportunities for funding the programs and services of SFCHC.
  - b. Write and submit well-conceived and well-articulated grant applications.
  - c. Serve as the organizational liaison with grant funding sources.
  - d. Collaborate with SFCHC staff on the implementation of funded project objectives. Report to funders on grant progress and success.
3. Special Events
  - a. Plan, implement, and manage fundraising events and activities as directed by the Management Team and the Board of Trustees.
4. Contracts
  - a. Track the progress of contracts toward established goals.

- b. Review contract budgets as needed for compliance and accuracy.
  - c. Collaborate with program staff to prepare reports for the Management Team and funding sources as required.
5. Other duties as assigned.

**Qualifications:**

- Bachelor's degree; and
- Three to five years not-for-profit experience
- Knowledge of and experience in fundraising, particularly annual fund, grant writing and events
- Be a self-starter, goal driven, and have a passion for success
- A commitment to the mission and vision of San Francisco Community Health Center
- Strong interpersonal and writing skills
- A sense of humor, sensitivity, confidentiality, and common sense

**Location:**

- San Francisco, CA

TO APPLY: ONLY applications submitted through our online database will be considered. Please include both your cover letter and resume when prompted to insert your resume in the database here:

<https://home.eease.com/recruit/?id=15649331>

*We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance, generous vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors.)*

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*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records*