

Position Title: Grants and Contracts Officer

Who We Are: CORA (Community Overcoming Relationship Abuse), the only agency in San Mateo County providing crisis intervention and supportive services to survivors of domestic violence and their children, seeks a **Grants and Contracts Officer** to both support the growth of the organization and to ensure supporters are actively engaged in the mission of CORA.

The Position: The **Grants and Contracts Officer** should promote CORA's culture, building effective relationships both inside and outside the organization that inspire others to action. Knowledge and experience in trauma-informed domestic violence is a strong preference. The **Grants and Contracts Officer** must share a passion for our mission, be an adaptable, self-reflective, empathetic team player with strong interpersonal skills, and have a desire to support the needs of survivors of intimate partner abuse. The **Grants and Contracts Officer** will bring a sophisticated understanding of philanthropy, grant writing and grants management, cultural competency, conflict resolution and demonstrate self-initiative and a genuine interest in professional and personal growth. This individual should also demonstrate interest and proven skill in implementing best practices.

Position Summary: The **Grants and Contracts Officer** will be responsible for all aspects of the agency's grants management including federal, state and local government grants, and those from private and corporate foundations. This full-time position will manage both key development and relationship building initiatives with funders and provide support to the Development Department as a whole.

Primary Responsibilities:

- Ensure grant applications and progress/final reports are prepared and submitted in a timely manner.
- Develop and cultivate relationships with government, foundation, and corporate grant-making staff.
- Identify new sources of potential major grants from federal, state and local government, as well as from private and corporate foundations.
- Ensure grants team presence at meetings as required by funders and potential funders.
- Draft cases for support for major donors as assigned by the Director of Development.
- Attend agency and development department meetings.
- Provide support to the Development Department and assist in agency events, fundraising efforts and stewardship activities as needed.

Required Skills/Qualifications:

- Bachelor's Degree, and/or at least 5 years' experience in nonprofit, including extensive government grant writing experience.
- Superior writing and editing skills
- Excellent verbal communications skills
- Ability to prioritize, organize and manage multiple tasks and meet specific deadlines.
- Proven ability to work independently, under minimal supervision in a team environment.
- Ability to work in a fast paced environment and the ability to remain calm under pressure.
- Demonstrated ability to, analyze, problem solve and foster consensus among diverse stakeholders.
- Commitment to excellence in service to internal and external partners and stakeholders.
- Experience with data security and confidentiality.

- Proficiency in MS Office products.
- Familiar with database management tools a plus.
- Understanding of issues of oppression and social injustice as they impact CORA's primary service communities, a commitment to cultural competency/cultural humility and the ability to manage and promote healthy interpersonal relationships in a multicultural workplace.
- Ability to give and receive constructive feedback, practice healthy communication and a commitment to insight and self-reflection in a leadership role.
- Familiarity with community based services in San Mateo County and a knowledge of Bay Area resources.
- Ability to pass a criminal background check, including fingerprint clearance.

Reports to: Director of Development

Benefits/Compensation: This is a regular, full-time, exempt position. Salary starting range \$65,000- \$70,000 per year based on 37.5 hour workweek; non-negotiable. CORA offers excellent health benefits (medical, dental, vision, chiropractic), generous time-off policies (including 3 weeks of vacation after 1st year), LT disability, life insurance, and a matching retirement plan.

To Apply: Please email resume and cover letter and writing sample to: jobs@corasupport.org.

CORA History and Overview

CORA has provided services to survivors of intimate partner abuse for nearly 40 years. Our programs include Crisis Intervention Services, including a 24-hour hotline, collaboration with law enforcement, emergency shelter options, and supportive counseling. Family Support Services provides mental health therapy, supportive/transitional housing, and a children's program. CORA has robust legal services for survivors of domestic violence and provides educational workshops about the dynamics of domestic violence and healthy relationship skills.

CORA is strengths-based, collaborative, accessible, and client-centered. CORA believes that everyone deserves to be treated with respect in their intimate relationships. We provide safety, support and healing to individuals who experience abuse in an intimate relationship and educate the community to break the cycle of domestic violence. Regardless of a survivor's race, class, gender, sexual orientation, or culture, we save lives and provide an opportunity to begin again.

CORA inspires work of the highest caliber by fostering staff engagement through transparency and inclusion in agency decisions wherever possible. We strive to ensure our policies and communications reflect an appreciation of the impact of social inequities, historical and current, and actively promote healthy relationships amongst staff by demonstrating mutual respect in all our communications.

Website: www.corasupport.org

CORA is proud to be an equal opportunity employer. We seek diversity with respect to race, color, age, sex, (including breastfeeding and medical conditions related to breastfeeding), religion (including religious dress or grooming practices), national origin, mental or physical disability, genetic characteristics and information, ancestry, marital status, family status, political belief, sexual orientation, gender (including gender identity and expression), medical condition, military, or veteran status or any other category or status protected by Federal, State or other applicable laws.

*All applicants are welcome. Individuals who are bilingual, people of color, members of the LGBTQ community and/or survivors of domestic violence are strongly encouraged to apply. The position will remain open until filled. **No phone calls please.***