

Job Title: Head of Grants
Reports to: Chief Executive Officer
HQ Location: Indio, CA (Coachella Valley). Most office personnel operating remotely in COVID.
Supervises: One Resource Development Coordinator (assists with some grant applications)
Salary range: Step 26B \$85,460.19 – Step 29D \$100,870.67
Date posted: February 11, 2021
Start Date: March – April 2021

OVERALL PURPOSE:

The Coachella Valley Housing Coalition (CVHC), a 501©3 nonprofit organization, was established in 1982 to improve the living conditions of low-income individuals and families in the Coachella Valley and inland Southern California. CVHC's vital social mission of construction and operating affordable housing infused with enriching community services is made possible through effective procurement and administration of grant funding. It is also necessary to proactively cultivate effective relations with CVHC's philanthropic supporters.

The systems and people-focused values of CVHC's organizational action plan in progress, known as the Five Areas of Focus, is attached at the end of this document. The Five Areas of Focus puts team collaborations as the primary mechanism of organizational effectiveness. CVHC defines team as **a group of people who work together to meet the organizational purpose**. The ultimate purpose of the grant's role is to enable community impact visible to community residents and increased production of housing through effective grants seeking.

ROLE AND THE MOMENT:

The Head of Grants (HoG) enables CVHC's mission by bringing resources into marginalized communities in the Coachella Valley. The fundraising target is currently under development and the person in this position will be invited to contribute their thinking. There is an established philanthropic ecosystem for affordable housing and community development that has been CVHC's home for decades. The Coachella Valley has been receiving more attention from funders interested in improving poor conditions, creating a moment ripe for program expansions.

THE ORGANIZATION

CVHC, because of its longevity and real estate development track record, has a positive reputation and national name recognition in the field. However, there is also increased competition to develop more housing in the Coachella Valley. The social and income inequities of the region is getting the attention of funders as the COVID19 pandemic disproportionately affect marginalized communities. Housing developers from outside the area are interested in building in the region.

To help the organization meet this moment with purpose, the Board of Directors selected the CEO

Alice Salinas for her proven record in housing development and visionary leadership with the purpose of building more housing. The CEO began her position in July 2020 and is currently leading CVHC in the organizational growth action plan, Five Areas of Focus, while exploring new frontiers of housing and community development that enrich marginalized communities. CVHC employs thirty-five full time and three part time staff and is governed by an eleven-member Board of Directors.

CVHC is building a new culture that supports learning, for all staff and board members as well as the organization, described in more detail in the Five Areas of Focus. The new thinking incorporates team decision-making and promotes more autonomy for the individual staff member. Management's role is to support staff by ensuring a productive work environment and team cohesiveness. In Multi-Family, Single-Family and Community Engagement Departments, directors also conceptualize, plan and finance new projects.

CVHC staff praises the organization for offering:

- Family-like atmosphere of colleagues who know and care about each other
- Flexibility
- Environment in which long-time staff mentor and support newcomers

The Five Areas of Focus makes concrete CVHC's to commitment to its people.

PERSONAL CHARACTERISTICS:

CVHC's wish list of personal characteristics shared among ALL new staff members follows:

- Is honest and kind
- Uses critical thinking to achieve CVHC's mission
- Uses both the brain and the heart to communicate
- Believes in collaborating to do our best work

The vision is to create a unique opportunity for a grant writing professional with the characteristics to excel in achieving their own potential while bringing competent fundraising to benefit marginalized communities, such as:

- Does strategic thinking in fundraising.
 - Performs research to find fundraising opportunities. Knows how to mine resources.
- Mission-focused.
 - Able to connect the dots between what CVHC does and what the funders want.
 - Make the connection between health, equity, diversity, and affordable housing.
 - Able to do intersectional thinking (define)
- Collaborates closely with Multi-Family Housing, Single Family Housing, and Community Engagement teams
- Puts excellent writing and communication skills in service of CHVC's mission.
- Challenges the CEO as well as themselves in all the above.

THE FINE PRINT:

The position responsibilities include the following:

- Procurement of grant funding, unrestricted operating revenue, and restricted projects.
- Write funding applications, proposals, and budgets.
- Provides pre- and post-award management for all grants such as:
 - submission of grant reports for funded projects with public agencies, private foundations, corporations, and other funding resources.
 - leads in the grant process to secure funding that will sustain or expand program and administrative needs.
- Leads in forging agency partnerships and collaborations.
- Develops and maintains outcome measures and tracks statistics relevant to affordable housing and community services programs in collaboration with program staff.
- Performs research to find fundraising opportunities. Knows how to mine resources.
- Develop and maintain organizational data, outcome measures and tracks statistics relevant to affordable housing and community engagement programs.

QUALIFICATIONS:

- A. Bachelor's Degree in related field and/or proven experience in community development, technical writing, and public policy issues.
- B. Extensive and proven grant writing experience with corporate, private foundation and public agencies.
- C. The ability to effectively prioritize and communicate with all levels of the organization and its partners.
- D. Possess a commitment to serve the community with professionalism, courtesy, friendliness, consideration, and confidentiality. Ability to work effectively for the causes of affordable housing, low income and the programs that support the organization.
- E. Most of the work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, bending, and carrying of items weighing less than 40 lbs. The work will also involve the operation of office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and computers.
- F. CVHC requires a criminal background check for the safety of our residents. An employment offer is conditional until CVHC has received a Federal criminal background check verifying eligibility to work in our community economic development programs.

- G. Have a valid CA Driver's License. Must maintain and submit current proof of auto insurance and have reliable transportation.

- H. Fluency in speaking and writing Spanish is highly desirable.

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