



Monarch Services is seeking a Fund Development and Grants Manager

*Non-Exempt, Full Time Position
\$65,000+ / 32 hours per week*

WHY JOIN US

We are activists, advocates, feminists, leaders, empower-ers striving to create a world free from violence and abuse.

We are committed to serving as leaders for social change for the benefit of the community through advocacy, shaping policy and collaborating with community partners.

Now, imagine yourself working for a social justice organization that helps transform lives and communities...

THE OPPORTUNITY

The Fund Development and Grants Manager will be primarily responsible to implement an overall resource development plan consistent with the mission and vision of Monarch Services and work closely with the Board of Directors Fund Development Committee. The plan includes events, donor cultivation strategies, Board trainings, grant cultivation and writing and community fundraisers. The Fund Development and Grants Manager must work well independently and be able to thrive in a dynamic environment while being a decisive leader. This position will report to the Executive Director.

Monarch Services is looking for a person with maturity, high professional standards and ethics, and the ability to work with minimal supervision. The Fund Development and Grants Manager must have confidence mixed with a sense of humor, humility, and a deep appreciation and respect for violence prevention work. This position will be based at both Monarch's Watsonville and Santa Cruz offices.

WHO YOU ARE:

- You have training and experience equivalent to a Bachelor's degree in social sciences, marketing, public relations, communications or related field, plus four years of related work experience.
- You have demonstrated successful track record in fund development and marketing/communications.

- You have Demonstrated experience in project coordination including event planning and project coordination.
- You have Knowledge of and experience working in the Latinx community and other unserved and underserved communities.
- You have knowledge of intimate partner violence, sexual assault, and community resources.
- You have the ability to work flexible hours including evenings and weekends, as needed.
- You have the ability to make independent judgements and work independently with minimal supervision.
- You have a sense of humor and demonstrates grace under pressure.
- You are a professional, gracious, and culturally embracing.
- You have a valid California driver's license and use of an insured vehicle.

SKILLS:

- Oral and written fluency in English and Spanish is a plus.
- Demonstrates ability to maintain accurate records and reports.
- Excellent written and verbal communication skills and ability to effectively present sensitive topic materials to a wide range of audiences.
- Ability to relate well to public and private funders, individual contributors, Board members, community leaders, volunteers and staff.
- Experience supervising volunteers and teams; Demonstrated ability to motivate others in a positive manner.
- Ability to work with people of diverse ethnic, cultural, religious, socio-economic, sexual and political orientations.
- Working knowledge of personal computer, experience with MS Office software including Word and Outlook.

WHAT YOU'LL DO:

- You will coordinate and manage fund development events; includes working closely with planning committee, taking lead role in major aspects of events, coordinating with vendors and sponsors, and manage volunteers.
- You will manage fund development annual plan and ensure it is carried out in a timely manner and fundraising goals and objectives are met.
- You will oversee donor database to support ongoing fundraising activities of the organization.
- You will coordinate meetings and assist with the facilitation of the Fund Development Steering Committee meetings.
- You will assist in the development of marketing and public information strategies that communicate the values of Monarch Services.

- You will oversee donor acknowledgment activities including letters and events.
- You will attend community events to promote Monarch's services, events, and image.
- You will assist with the design, content, and maintenance of the website, and collateral materials including: brochures, newsletter, annual report, cases for support; may include working with external contractors and volunteers.
- You will participate as a member of Monarch's Leadership Team.
- You will participate in monitoring and administering Fund Development budgets.
- You will oversee documentation of services and prepare written program reports.
- You will assist the Executive Director in grant cultivation, writing and reporting.
- You will develop and maintain program specific materials.
- You will serve as Monarch Services representative at public meetings and committees as assigned.
- You will attend staff meetings, training sessions, Board meetings, Fund Development team meetings and other agency meetings as required.
- You will maintain effective working relationships with other agency staff, volunteers, board of directors, clients, and with representatives of government, and other community organizations.
- You will provide back-up response to 24-Hour On-Call Program as needed.
- Other duties related to the specific classification as assigned.

BENEFITS & PERKS

[Keeping you healthy](#)

We take a holistic approach to wellness physical, emotional, and financial. Our comprehensive benefits package includes:

- Up to 100% agency paid medical, dental, vision, and life
- 403B retirement benefit with up to 4% employer match
- Flexible Spending Account and Dependent Care Plan available

[Balancing your Life](#)

Work-life balance is an essential aspect of selfcare. That's why we provide generous time off policies for everything life throws your way. Whether it's a new baby, a family, or a nasty cold, we've got you covered.

- 13 Holidays and Paid Time Off benefits for regular employees.
- 5 Friday office closures during spring and summer months.
- Winter office closure
- Self-care retreats.

[How we collaborate](#)

We cultivate comradery between all Monarch staff and programs supported by a range of fun activities that bring us together.

- Agency Engagement Committee
- Diversity Equity Inclusion Committee

THE FINE PRINT

While performing the duties of this job, the employee is regularly required to walk; sit; drive; use hands to finger, handle, or feel; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

Maintain physical and mental composure while dealing with emergencies, crisis situations and deadlines.

How to apply:

**Submit your resume and cover letter packet
clearly outlining your related experience to this position
via e-mail (MS Word or PDF formats only) to brianal@monarchscs.org**

The position will remain open until filled.

**NON-EXEMPT EMPLOYEES OF MONARCH SERVICES ARE REPRESENTED BY
SERVICE EMPLOYEES INTERNATIONAL UNION.**

**MONARCH SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.
WE VALUE AND WELCOME DIVERSITY OF ETHNIC, CULTURAL, RELIGIOUS, SOCIO-ECONOMIC, POLITICAL
BACKGROUNDS,
SEXUAL ORIENTATION/IDENTIFICATION AND ABILITIES.**