



## MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT RECRUITMENT SPECIFICATION

**JOB TITLE:** Grants and Contracts Manager

**DEPARTMENT:** Fund Development

**PROGRAM:** Grants and Contracts

**REPORTS TO:** Fund Development Director

**SALARY:** \$28.50/hr-\$32.50/hr

**BENEFITS:** Health benefits (medical, dental, vision), 403(b) with employer contribution, 11 paid holidays, paid Vacation and Sick time, winter break (typically last two weeks in December, returning Jan 2; employee paid supplemental insurance (i.e. life, accident, etc).

**LOCATION:** MICOP Office, Oxnard

**STATUS:** Non-Exempt

**HOURS WORKED:** Full-Time, 40 hours per week

**HOW TO APPLY:** To apply, send resume to and cover letter to: [HR@mixteco.org](mailto:HR@mixteco.org)

**DEADLINE TO APPLY:** **Open until filled**

**Note: You will receive an email or phone call ONLY if we decide to schedule an interview or if we have follow up questions.**

### ABOUT MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT

Founded in 2001, Mixteco/Indígena Community Organizing Project (MICOP) supports, organizes and empowers the indigenous migrant communities of California's Central Coast through improved access to health and community resources, community organizing, language interpretation, education, direct assistance, cultural promotion, and our indigenous-led Radio Indígena community radio station. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission.

### Summary

The Grants and Contracts Manager will manage overall grant efforts, ensure compliance with grant regulations, manage grant databases, educate staff on grant and contract expectations, generate grant reports, and assist with financial reporting.

### Responsibilities

#### Grant Reporting

- Manage workflow process for all foundation grants and contracts, ensuring timely reporting and data accuracy.

- Coordinate with program managers and supervisors to create complete, detailed, and timely reports as required of the grant or contract.
- Provide editing support and translate reporting documents from English into Spanish and vice versa.
- Collaborate with program managers to create and review data-tracking tools to ensure data collection is in alignment with the funder's requests.

#### Funder Relations

- Maintain an open line of communication between program managers and supervisors, the finance department, and funders.
- Support program managers and supervisors in navigating their awards, including revising metrics, requesting budget modifications, and shepherding the renewal process.
- Collaborate with the finance department to monitor grant spending in accordance with grant stipulations.

#### Database Management

- Maintain digital and physical archives of all grants and contracts, collecting and compiling relevant documentation.
- Manage the grants management and donor platform, Salesforce, and its integrations, including Classy.
- Compile reports on MICOP's fundraising activities, including grants, contracts, and individual giving.
- Train program managers, supervisors, and other relevant staff on the grants management and donor platform.

#### Other

- Participate in activities of the development department, which encompasses grants, special events, individual giving, marketing, and communications.
- Additional assignments designed to fulfill MICOP's mission, and other duties as assigned.

### **Requirements**

- Ability to understand the needs of both the agency in need of funding and the organization that is offering the grant money.
- Motivated and organized.
- Able to manage multiple assignments and meet deadlines.
- Able to pay close attention to detail and demonstrate ability to produce accurate work.
- Able to understand, execute, and follow through on complex instructions.
- Working knowledge of MS Office and Google Suite.
- Skilled at establishing processes and procedures.
- Able to work well in a team environment with a willingness to help where required.
- Able to monitor and meet income goals.
- Mathematical literacy and mastery of basic accounting concepts.
- Highly effective oral and written communicator with the ability to adapt to a wide range of communication styles.
- Bilingual English/Spanish required.
- Ability to work both under supervision and execute projects independently and with minimum supervision.
- Able to exercise professionalism and discretion.

**Experience**

- Bachelor's degree in a relevant field.
- Knowledge of fundraising information sources.
- Experience working in a deadline-driven environment.
- Proven ability to track and manage several projects and processes simultaneously.

**MICOP IS AN EQUAL OPPORTUNITY EMPLOYER  
WOMEN AND PEOPLE OF COLOR ARE ENCOURAGED TO APPLY**