**REDWOOD COMMUNITY ACTION AGENCY**

**Division of Administration**

**JOB ANNOUNCEMENT**

**POSITION TITLE: SENIOR PLANNER / GRANT WRITER**

**STATUS:** Fulltime - 40 hours weekly with full benefit package (health benefits and paid time off)

**PAY RATE:** $25.00 - $27.00 D.O.E.

**AVAILABLE:** IMMEDIATELY

**DEADLINE:** Open until filled; interviews will take place as qualified applicants are received. Not all applicants will be selected for interviews. Only candidates selected for interviews will be contacted regarding their status.

**APPLICATION PROCESS: Required** employment applications and instructions for submitting your application materials are available at [www.rcaa.org](http://www.rcaa.org). A cover letter and resume with your application are highly recommended.

***RCAA IS AN EQUAL OPPORTUNITY EMPLOYER***

We will not unlawfully discriminate against applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, religion, sex (including gender identity, sexual orientation & pregnancy), physical or mental disability, medical condition, marital status, citizenship status, military/veteran status, genetics, or other basis protected by all applicable federal and state laws.

**POSITION PURPOSE**

Under the general supervision by the Executive Director, the Senior Planner will coordinate overall agency planning process; initiate new and innovative programs; develop and initially supervise new programs that are not typically housed in current Agency programmatic divisions; integrate or transition new programs as feasible into appropriate division; and coordinate community assistance efforts. The Senior Planners’ primary responsibilities are writing and overseeing the completion of successful grant proposals to State, Federal and Foundation entities. The Senior Planner will also be responsible for the timely completion of agency wide CSBG programmatic reports including effective collection of Division and Program data and delegation of report compilation and submittal as needed.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* Develop and process funding applications related to RCAA programs
* Maintain close consultation with the Executive Director and attend weekly meetings to share information and fine tune program operations
* Communicate and coordinate regularly with other senior staff to maximize the Agency's effectiveness and efficiency of interdivisional operations and activities
* Identify and develop resources for grant writing and program support
* Assess Agency's capacity to respond to community needs and service gaps in accordance with Agency mission
* Participate in new program planning within program divisions, partner agencies, local government, and other funding sources in the community
* Track Grants-in-Progress
* Maintain the CSBG Organization Standards reporting
* Provide for transition of new programs to other RCAA divisions or within the community as feasible or needed
* Overall planning and policy development
* Writing, editing, and formatting support for documents, proposals, and reports
* Provide assistance and/or support to Division Directors or other staff as assigned
* Complete project progress and final reports
* Create project or programs products that meet or exceed contractual obligations
* Work with public and private sector to create partnerships
* Facilitate planning sessions and grant writing in conjunction with other divisions
* Attends meetings, conferences, workshops, and various training sessions to become and remain current on principles, practices, and new developments pertaining to the Agency’s mission/goals
* Other appropriate duties as assigned by the Executive Director.

**JOB REQUIREMENTS**

Knowledge of and Experience With:

* Successful grant writing and technical analysis, assessment, and reporting
* State and Federal regulations and industry rules and practices regarding non-profit organizations
* CSBG programs, funding sources and reporting requirements
* Contract language and methods of contract administration
* Meeting facilitation, outreach and community organizing
* Knowledge of and participation in overall development and grant writing efforts within the agency
* Creative approaches to problem solving
* Program administration; including basic methods of negotiation of contracts, agreements, and MOU’s
* Non-profit operating procedures and policies
* Current legislation relative to trends and public policy making as it applies to the low-income population

Ability to:

* Represent the Agency in preliminary contract and agreement negotiations, to be finalized by the RCAA Executive Director.
* Travel to various local, state and/or national seminars and trainings
* Establish collaborative partnerships
* Work with public, private, and non-profit sectors
* Analyze situations accurately and adopt an effective course of action
* Perform job duties with a high degree of self-direction and with minimal supervision.
* Oversee a large number of varied programs/projects and activities responsibly and effectively.
* Communicate clearly and efficiently, written and orally; and be competent in English grammar, punctuation, and spelling.
* Facilitate meetings with small to large groups of people.
* Communicate/relate with individuals of various cultures, ethnicity, philosophical views, background, income levels and communication skills in a culturally sensitive and appropriate manner.
* Establish and maintain cooperative and effective relationships with agency staff, personnel of other agencies, funding source representatives, businesses, the community, and with individuals contacted in the course of work.
* Demonstrate creative approaches to problem solving.
* Organize and assimilate complex information and learn new tasks quickly.
* Understand and implement written and verbal instructions with a high degree of accuracy.
* Conduct self in a professional, courteous, and cooperative manner at all times; and maintain a professional standard based on RCAA’s Personnel Policies and Procedures Handbook and the Employee Code of Conduct
* Maintain a professional, confidential work environment.
* Ensure and protect Agency, employee, program/projects, and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.

**MINIMUM QUALIFICATIONS**

* BA in Business Administration or a related field; experience may be substituted for education on a year-by-year basis
* Two years (2) administrative experience with increasing responsibilities
* Two (2) years of experience securing grants through various funding sources

**PREFERRED QUALIFICATIONS**

* Four years of demonstrated administrative experience with increasing responsibility in grant writing, grant management and program administration

**OTHER REQUIREMENTS**

* Must be a U.S. citizen or lawful permanent resident and have the ability to provide proof of identity and employment eligibility in accordance with Federal law
* Must have means and capacity to perform job related work with personal vehicle, as may be required, and must have proof of current automobile insurance
* Possession of valid California’s Driver’s License with acceptable DMV driving record
* Submit to background clearance and/or fingerprinting with acceptable results
* Proof of required education (i.e. AA, BA, MSW, etc.)
* Provide proof of being fully vaccinated for COVID-19 as a condition of employment
* Must always have an effective means of communication; a home or cell phone with the ability to accept voice messages

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

* Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
* Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
* Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
* Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment

**NOTE FOR ALL EMPLOYEES**

* This job description should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents may be required to follow instructions and perform other duties as required by their supervisor
* RCAA is an **“Essential Business”** that continues to operate during unexpected events, such as: earthquake, natural disaster, or a public health emergency. Thus, employees of RCAA are expected to continue to perform their jobs while observing safety precautions
* This position is considered a safety-sensitive job and is subject to RCAA’s Substance Abuse Policy due to the requirements of driving to meetings, etc. and possibly transporting other staff