



Grants Specialist

National CAPACD seeks a full-time Grants Specialist to provide support for programs that strengthen community based organizations with pass-through funding, capacity building resources and network building opportunities.

The National Coalition for Asian Pacific American Community Development (National CAPACD) is a progressive coalition of local organizations that advocate for and organize in low-income Asian American and Pacific Islander (AAPI) communities and neighborhoods. We strengthen and mobilize our members to build power nationally and further our vision of economic and social justice for all.

National CAPACD's core values of inclusion, respect, integrity, learning, performance, accountability, celebration, and hope for the future are at the heart of everything we do and we look for individuals who share our commitments.

Each year, National CAPACD passes through approximately 40% of its budget to support community development programming in the areas of housing counseling, tenant organizing, financial empowerment, small business and other place-based initiatives. The Grants Specialist will provide support for these grant-making activities, as well as assist with deployment of other capacity building resources and implementation of network building opportunities. Altogether, the Grants Specialist will coordinate the administration of over 100 different sub-grant contracts to approximately 60 different organizations (based on 2022 estimates). The Grants Specialist will work closely with other agency and program staff toward fulfilling programmatic and organizational strategic plans. This is an exempt, full-time position based in our Oakland, CA or Washington, DC office, and reporting to the Deputy Director.

Roles and Responsibilities Include:

- Coordinate administration of sub-grant funding, fellowship/scholarships and other in-kind resources by:
 - Maintaining the sub-granting and fellowship/scholarship database, *Grant Lifecycle Manager (Foundant)*,
 - Supporting development and dissemination of requests for proposals and applications for funding, fellowships/scholarships, and other in-kind resources,
 - Organizing intake and review of applications and requests for support;
 - Supporting development, execution, and filing of award notifications and contractual agreements,
 - Organizing and executing sub-grantee payments and supporting payment inquiries,
 - Maintaining sub-grant or fellowship/scholarship recipient reporting schedules and supporting creation and collection of reports,
 - Providing member support throughout the application, contracting and implementation process,
 - Coordinating with other departments (e.g. finance/operations, fundraising) to collect and manage sub-grantee data for compliance purposes;
- Ensure increased efficiency and consistency in intermediary operations by:
 - Developing and maintaining standard operating procedures,
 - Managing workflow and systems across teams, including utilization of project

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- management applications (*Asana*),
- Supporting management of sub-grantee and member information in Salesforce,
- Supporting communications to sub-grantees and members as requested by program staff,
- Contributing to program design and working with other program staff to identify markets and organizations that help fill gaps within the existing networks and meet the emerging needs of underserved in the AAPI community,
- Coordinating monthly cross-program team meetings.
- Support sub-grantee/member events by:
 - Coordinating event logistics such as (but not limited to): travel, lodging, meeting space, food, supplies, audio/visual technology, and translation/interpretation,
 - Coordinating, disseminating, and tracking scholarships to events,
 - Administering reimbursements, honorariums, or other payments to members and vendors.

Other Functions and Responsibilities:

- Support the planning and implementation the bi-annual Building CAPACD Convention and other organization-wide events;
- Other duties as assigned.

Required Qualifications:

- At least 3 years of experience in a non-profit or other related organization;
- Working knowledge of issues facing low-income, immigrant and Limited English Proficient (LEP) communities;
- Experience with fundraising;
- Exceptional written and verbal skills;
- Strong analytical and data skills;
- Strong organizational and project management ability;
- Excellent attention to detail and ability to prioritize and multi-task;
- Excellent analytical, problem-solving and interpersonal skills;
- Willing to work in a fast-paced setting;
- Must be committed to supporting the community development needs of low-income and immigrant AAPIs;
- Must be a team player who has demonstrated an ability to work well in a small, highly collaborative environment;
- Bachelor's degree or equivalent experience.

Desired Qualifications:

- Experience with community development, tenant organizing, small business, financial education or housing counseling;
- Experience utilizing project management applications (e.g. Asana);
- Experience with grants administration, program development or program implementation.

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Physical Factors:

- Ability to remain in a stationary position to operate a computer (and other office productivity machinery), and manual dexterity to operate a keyboard, for extended periods of time;
- Ability to occasionally lift objects weighing up to 10 pounds;
- Must be able to travel domestically with overnight stay, at least 4-5 times per year.

Working Conditions:

- Moderate noise (i.e. business office with computers, phone, and printers; light traffic);
- Ability to work in a confined area indoors.

Compensation:

The Grants Specialist is a full-time, exempt position based in either our Oakland, CA or Washington, DC office. Annual salary range is \$65,000 - \$75,000, depending on background and experience. National CAPACD is pleased to offer a comprehensive benefits package that includes 100% employer-covered health insurance for employees, 75% employer-covered health insurance for eligible family members, basic life and long-term disability, and paid parental leave. In addition, we offer 15 days accrued annual vacation at the start of employment, 7 days accrued annual sick leave, 403(b) retirement fund with employer match, 3-month sabbatical leave upon completion of 7 years of continuous employment, 13 holidays plus the week between Christmas and New Year's off, and a hybrid remote/in-person work schedule.

COVID-19 Note:

This position is temporarily remote due to COVID-19. Applicants will need to be available to work from National CAPACD's Oakland, CA or Washington, DC office at least two days a week upon the conclusion of National CAPACD's work from home status, timing TBD. A COVID-19 vaccination and masks will be required when we return to the office.

To Apply:

Applications will be accepted until position is filled. Please email cover letter and resume to apply@nationalcapacd.org, with Grants Specialist Application as the subject line. **Only complete applications will be considered.**

National CAPACD is an Equal Opportunity Employer. People of color, members of the LGBTQ community, people with disabilities, and women are strongly encouraged to apply. Accommodations for applicants may be available upon request. No calls, please.

07/02/2022