



Orphan Kitten Club is seeking a full-time Grant Program Manager to join our team!

Job Title: Grant Program Manager

Organization: Orphan Kitten Club

Location: San Diego, California

Salary Range: \$80,000-\$90,000

Job Description:

We are seeking a passionate and driven Grant Program Manager to join our team at Orphan Kitten Club. Our organization is dedicated to funding critical medical needs, ethical research and comprehensive programs that support kittens and their welfare across the United States. As the Grant Program Manager, you will play a pivotal role in providing funding and maintaining the partnerships that directly impact the save rate and well-being of underage kittens.

Key Responsibilities:

1. **Grant Identification and Research:**
 - Identify potential grant funding opportunities for animal welfare agencies that align with our organization's mission of supporting kitten programs, medical needs, education and ethical research.
2. **Grant Proposal Development:**
 - Develop compelling grant cycles, applications, and supporting documents in collaboration with the Orphan Kitten Club team.
 - Ensure all grant funding opportunities are well-researched, accurately reflect the organization's goals, and support the mission.
3. **Grant Management:**
 - Manage the full grant lifecycle from reviewing applications to partner, onboarding new partners, creating cycles in grant management software, reviewing submissions, sending contracts, sending funds, sending support supplies, requesting and reviewing follow up reports, and reporting outcomes.

- Establish and maintain strong relationships with partners, ensuring effective communication, appropriate spending and compliance with reporting requirements.
- Perform an annual audit of all partners to ensure compliance.
- 4. Budgeting and Financial Oversight:**
 - Work closely with the Executive Director and Board to develop budgets and ensure accurate financial reporting for grants.
 - Monitor grant expenditures and ensure alignment with approved budgets.
- 5. Program Coordination:**
 - Ability to work independently with strong project management skills.
 - Collaborate with team members to understand project goals, objectives, and outcomes to effectively articulate them in reports.
 - Maintain an online Partner Portal and continue to build the resource library.
 - Establish and maintain strong relationships with the grant committee. Lead committee meetings to ensure collaboration, respectful discussion and alignment of funding decisions.
- 6. Data Collection and Reporting**
 - Work with dedicated volunteers that support data collection, reporting and storytelling that reflects how funds have impacted underage kittens.
 - Maintain report systems that allow for data extraction to measure impact.
- 7. Monitoring and Evaluation:**
 - Track and report on grant outcomes and impact, providing regular updates to stakeholders and funders.
 - Extract compelling stories from reports to share on organization website, social media and in donor communications.
 - Conduct evaluations and assessments to measure program effectiveness and identify areas for improvement.
- 8. Compliance and Documentation:**
 - Ensure compliance with all grant requirements and regulations.
 - Lead movement to terminate partnerships with other organizations if the need arises.
 - Maintain comprehensive and organized grant records and documentation for audit purposes.

Desired Skills and Qualifications:

- Experience in nonprofit management, public administration, communications, or a related field (A minimum of 3 years experience and Bachelor's degree preferred).
- Strong understanding of the needs of the target population - kittens 0-8 weeks of age.
- Strong understanding of budgeting and financial management related to grants.
- Knowledge of website content management systems (CMS) and the ability to independently update and maintain website content, ensuring accuracy and functionality.
- Excellent writing, editing, and verbal communication skills.
- Ability to work collaboratively with diverse teams and stakeholders.
- Detail-oriented with strong organizational and project management skills.

- Passion for animal welfare, particularly kittens, and a commitment to the organization's mission.
- Knowledge of Foundant software is a plus.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

The duties of this position involve sitting for extended periods while performing tasks at a desk and using a computer. The employee is regularly required to talk, read, and hear effectively. Candidates should be able to lift and carry objects, typically up to 25 pounds. The role demands regular reaching, bending, and stretching to access files, documents, or office equipment. The employee frequently uses their hands and fingers to type, handle objects, tools, or controls. The noise level in the work environment is usually low to moderate.

Location & Hours:

This position works 40 hours per week. This position will work in a hybrid office/work-from-home model, with a minimum of 2 days in office work per week required.

Additional Information:

- This position offers the opportunity to make a significant impact on the lives of kittens and contribute to the growth and sustainability of our organization's programs.
- Competitive salary and benefits package commensurate with experience.

If you are enthusiastic about leveraging your grant management skills to support kitten life saving initiatives, we encourage you to apply. Join us in our mission to make a difference in the lives of vulnerable kittens and promote their well-being through effective grant management and strategic funding initiatives. We are an equal opportunity employer and we encourage applicants from all backgrounds to apply.

Employment with Orphan Kitten Club is at-will, meaning either the employee or the organization may terminate the relationship at any time, with or without notice, and for any reason not prohibited by law.

Application Instructions:

To apply, please fill out this [form](#) to submit your resume and cover letter. We look forward to hearing from you! If you need accommodation during the application process due to a disability, please contact info@orphankittenclub.org.