



**Asian Youth  
Center (AYC)  
All Youth Can!**

100 W. Clary Ave.  
San Gabriel, CA 91776  
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[www.aycla.org](http://www.aycla.org)

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**JOB TITLE:** Grants Director

**EMPLOYER:** Asian Youth Center (AYC)

**DEPARTMENT:** Administration

**REPORTS TO:** Executive Director

**EFFECTIVE DATE:** January 1, 2023

**FLSA STATUS:** Full-Time, Exempt, At-Will

**SALARY:** \$80,000 - \$110,000

**SUMMARY:** The Asian Youth Center (AYC) seeks an adaptable, prolific, and highly motivated professional who can successfully hit performance and revenue goals through researching, writing, and submitting corporate, foundation, and government grant proposals and reporting. The Grants Director is the senior member of the organization's leadership team and provides support and assistance to the Executive Director for the agency as a whole.

**DUTIES AND RESPONSIBILITIES:**

The key objectives for this position are to:

1. Leverage AYC's programs and communications to secure grants from corporations, foundations, and government entities to sustain and grow AYC's revenue (70% of the time).
2. Develop and sustain best practices to maintain the grant-related infrastructure including a grant tracking database, funder communications, and evaluation and reporting systems (20% of the time).
3. Partner with Development staff and assist with development projects, including an annual gala (10% of the time).

Some of the anticipated position responsibilities include, but are not limited to:

- Researching and identifying grant application opportunities.
  - Completing online research and maintaining records of research
  - Attending bidders' conferences both remotely and in person as required by the funding sources
- Drafting and submitting grant applications for corporate, foundation, and government entities.
  - Drafting descriptions of AYC's current programs and services for use in proposals as well as in the annual reports, website content, and other communications
  - Researching Best Practices and Evidence-Based Programs to develop new programs
  - Working with Program Staff to develop program designs, theories of change, goals, objectives, and deliverables for the scope of work and section of proposals
  - Working with the Director of Contract Compliance, Evaluation & Learning to develop the evaluation and quality control sections of proposals
  - Working with the fiscal staff to develop proposed budgets
- Maintaining a calendar and database of grant application opportunities and reports.
- Drafting and submitting grant reports in a timely fashion.
- Perform other related duties as assigned by the Executive Director.

**SUPERVISORY RESPONSIBILITIES:** There are no supervisory responsibilities.

## **REQUIRED QUALIFICATIONS:**

- Bachelor's Degree (BA) in English, Communications, or a related field from a four-year college or university or equivalent combination of education and experience.
- At least 5 years of related grant writing and grants management work experience with a proven track record of successful corporate, foundation, and government grant awards totaling at least \$2 Million Annually.
- Ability to work on multiple projects, prioritize and problem-solve.
- Ability to communicate and collaborate effectively with other staff.
- Excellent written communication skills.
- Excellent attention to detail.
- Computer skills required: Microsoft Office 360 (Outlook, SharePoint, Teams, Word, Excel, PowerPoint, Etc.); Adobe Pro; Canva; Zoom; Etc.
- Certificates, licenses, and registrations required: Adult, Child, and Infant CPR/AED & First Aid Certification; valid California driver's license, excellent driving record, reliable transportation, and auto insurance.
- Knowledgeable about donor communities and philanthropy in Los Angeles County.

## **COMPETENCIES:**

- **Cultural Competence** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethics; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Job Knowledge** - Displays required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how the job relates to others. Uses resources effectively.
- **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Quantity** - Meets productivity standards; Completes work in a timely manner; Strives to increase productivity; Works quickly.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Frequently required to stand
- Frequently required to walk
- Frequently required to sit
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Occasional exposure to outside weather conditions
- While performing the duties of this job, the noise level in the work environment is usually moderate to very loud
- The employee must occasionally lift and /or move more than 35 pounds

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Please send a cover letter and resume along with 3 references to [careers@aycla.org](mailto:careers@aycla.org)

AYC is an Equal Employment Opportunity Employer and adheres to hiring practices in accordance with Federal and State regulations.