



## **Job Title: Grants Associate**

Revision Date: April 2026

**Supervisor Title:** Interim CDO

**Supervisory Responsibilities:** None

**FLSA Status:** Non-Exempt, full time

**Full-Time, Benefits Eligible, 40 Hours Per Week**

**At-Will Position**

**Range:** \$28-\$36 per hour

**Beyond Blindness** is a California Nonprofit Corporation founded in 1962 whose mission is to empower children with visual impairments and other disabilities to achieve their fullest potential. We envision a world where all children, no matter their abilities, are equipped to live full and rewarding lives. We value people first, championing and building upon the inherent strengths and values within each child, as well as Family, Connection, Impact, Inclusion, Stewardship, and Optimism.

**Beyond Blindness** is the only organization of its kind in Southern California that provides all the support and services — outside of medical care — that children with visual impairments and other disabilities need to develop to their highest potential and live fulfilling lives. Beyond Blindness is a one-stop support resource for these children, and their families, and provides services in clients' homes, at its location in Santa Ana, and in schools throughout Orange County.

### **Position Summary**

The Grants Coordinator supports the fundraising team in advancing the organization's core fundraising objectives and plays a key role in sustaining and expanding the grant funding portfolio. This position is responsible for managing a calendar of grant deadlines, preparing and submitting compelling grant applications and reports, and maintaining compliance with grant requirements. It promotes a strong culture of giving with primary responsibilities for grants management, database and CRM management, and other fundraising priorities.

### **Responsibilities**

#### **Grant Writing & Reporting**

- Draft and submit high-quality grant proposals, letters of inquiry, and reports to private foundations and some government funders
- Oversee accuracy and maintenance of a comprehensive calendar of grant deadlines, including applications, awards, renewals, reports, deliverables, declines, and prospects
- Ensures grant reports are produced and submitted to funders in a timely fashion.
- Works closely with program staff, the finance team, and senior leadership to ensure Beyond Blindness meets its fundraising goals
- **Manages the grant writing consultant and the monthly schedule of grant proposal submissions.**
- Writes some grant proposals and reports.
- Provides and finalizes attachments for grant submissions

#### **Management and Compliance**

- Works with program staff and leadership to gather data, stories, and outcomes to support proposals and reporting
- Maintains familiarity with all funded programs and their goals, metrics, and progress
- Develops and maintain a bank of client testimonials and stories for use in grants and outreach materials



- Ensures compliance with all funder requirements and timely submission of reports and documentation
- Supports site visits, audits, and monitoring from funders

#### Collaboration & Communication

- Collaborates with program and finance teams to collect accurate and timely information for grant narratives and budgets
- Communicates regularly with the department and leadership staff to align grant activity with organizational priorities
- Provide excellent relationship management with grant funders, including communication regarding Beyond Blindness work and impact

#### Administration

- Serves as an integral part of the fund development departments' organization and effectiveness
- Works with the fund development team to ensure philanthropy is carried out in alignment with the organization's values, mission, vision and plans.
- Introduces tactics to strengthen the culture of philanthropy at Beyond Blindness
- Support donor database entry and management, database reporting, records of donor activity, etc.
- Identify and research new funding opportunities
- Attend Beyond Blindness events, as needed
- Provide strategic support as part of a growing Development team responsible for meeting and exceeding annual budgetary revenue targets.
- Other duties, as assigned

#### Requirements

- Bachelor's degree required
- 2–3 years of nonprofit fundraising, grants management, or development operations experience preferred
- Some MS Office and database experience
- Strong organizational and project management skills with attention to detail and deadlines
- Ability to represent the Beyond Blindness
- Ability to learn quickly and apply teachings on the job
- Excellent oral and written communication and proofreading skills, detail-oriented, customer-focused
- Ability to work independently and collaboratively as part of a diverse and collegial team
- Some weekend and evening work
- Commitment to the mission and the community Beyond Blindness serves.



### **Licensing & Accreditation Requirements**

All employees working for Beyond Blindness are ***required*** to always meet the following:

1. Live Scan Fingerprint clearance and background check - DOJ/FBI/Child Abuse Index (one time or upon re-hire)
2. Health Screening (one time or upon re-hire)
3. Proof of immunity to Measles or MMR Vaccination Record (one time)
4. Flu Vaccine within one year (and each year thereafter)
5. TDAP Vaccine within last 10 years (and every 10 years thereafter)
6. Current COVID-19 Vaccine (fully vaccinated (original Pfizer/Moderna 2 vaccine series or Pfizer single vaccine plus 1 booster)
7. Clear TB test or Chest X-ray within last 4 years (and every 4 years thereafter)

**Beyond Blindness** offers competitive salary and benefits programs including medical, dental, vision and life and disability insurance to employees as well as generous holiday and PTO policies. We also have a variety of additional continuing education, employee referral and childcare programs for eligible employees. We are a diverse community of employees and clients with an emphasis on a culture of engagement, positivity, and support.