



LIBRARY FOUNDATION OF LOS ANGELES
630 W. Fifth Street, Los Angeles, CA 90071
(213) 228-7500; www.lfla.org

Job Description

- Position:** Grants Manager, Corporate and Foundation Relations
- Hours:** Full-time, exempt
- Salary:** \$65,000 – \$70,000, annually
- Location:** Hybrid work environment that includes office work at Central Library in downtown Los Angeles
- Benefits:** Competitive benefits, including health insurance, 28 days accrued paid leave (vacation, sick & holiday), 401(k) with employer matching
- Reports to:** Senior Director, Corporate and Foundation Relations
- To Apply:** Please email resume, cover letter, and contact information for two references to hr@lfla.org. This position is open until filled.

About the Library Foundation of Los Angeles

The Library Foundation of Los Angeles (LFLA) provides critical support to the Los Angeles Public Library resulting in free programs, resources and services available to the thousands of adults, children and youth in Los Angeles. We accomplish this mission through fundraising, advocacy, and producing innovative programs that strengthen the Library and promote greater awareness of its valuable resources.

Our Core Values include:

- Collaboration** – Respect and communication build successful teams.
- Adaptability** – We welcome change.
- Empathy** – Our work is defined by caring for others.
- Partnerships** – We do our work by building bridges.
- Learning** – Learning builds community and enables growth.
- Accountability** – Each of us is responsible for our individual and team goals.

Position Description

The Library Foundation seeks a Grants Manager to coordinate the grants management and reporting process across the organization, ensuring that grant outcomes and expenditures are appropriately tracked, monitored, and reported to institutional funders as required. The Library Foundation supports approximately 15 unique public initiatives and programs to **Help Students Succeed, Invest in Lifelong Learning, and Engage the Imagination.**

Primary Responsibilities

- Manage the grants calendar, delegate assignments, and ensure the timely submission of grant proposals and reports each month.
- Collaborate with LAPL Program Directors and the Library Foundation's Program Directors and Finance team to coordinate the grants management and reporting process.
- Ensure grant outcomes and expenditures are tracked and reported internally to Program Directors and externally to funders.
- Compile information on service delivery, program impact, and participant experience to write clear, concise, and compelling narrative reports to support the development of new funding requests.
- Support the development of programmatic goals, outcomes, and assessment-related activities supporting programs' continuous improvement and fundraising.
- Develop and maintain harmonious working relationships with LAPL and LFLA Program Directors to identify programmatic funding needs and growth opportunities.
- Work closely with the Senior Director, Associate Director, and Coordinator of Corporate and Foundation Relations to identify funding opportunities that match the range of public programs the Library Foundation supports.
- Collaborate with the Library Foundation's Communications team to ensure appropriate donor recognition.
- Conduct ongoing research of news, studies, and trends relevant to Library programs.
- Work with the Development team to engage new and existing foundation and institutional partners and enhance relationships through grants, event sponsorships, volunteer opportunities, tours, and in-kind donations.
- Develop, refine, and document grants management procedures.
- Participate in professional development activities and Library Foundation events, as necessary.

Desired Qualifications and Abilities:

- Minimum of 3 years of grants management experience
- Understanding of the grant proposal and budget development process
- Impeccably reliable, organized, and have a high level of attention to detail
- Problem solver who can manage multiple projects
- Motivated to get things done and improve processes
- Strong written communication skills, including authoring, editing, and proof-reading reports and presentations
- Capacity to write grant reports and meet deadlines, and maintain a sense of humor
- Demonstrated project management experience, including budgeting and financial reporting
- Ability to work autonomously and as part of a team
- Comfortable building relationships and working with diverse groups of people
- Open-minded
- Experience working with multicultural and multilingual communities in Los Angeles
- Passion for and comprehension of the public library's role in today's world

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

COVID-19 Workplace Safety Requirements

- LFLA requires all employees to receive COVID-19 vaccinations as determined unless a reasonable accommodation is approved.
- This position is currently hybrid with remote and in office activities. Occasional requirements include interacting with employees, donors, vendors and others who may or may not be vaccinated or recently tested. You will be required to wear personal protection equipment (PPE) required by the LA County Department of Public Health protocols and the LFLA.

The Library Foundation of Los Angeles (LFLA) is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. LFLA prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. LFLA conforms to the spirit as well as to the letter of all applicable laws and regulations.