

**CALIFORNIA COMMUNICATIONS ACCESS FOUNDATION/DISABILITY
COMMUNICATIONS FUND (DCF)**

JOB DESCRIPTION

Job Title: Grants Program Writer & Executive Support
Department: Administration/Board
Reports To: Associate Program Officer
FLSA Status: Exempt
Job Grade: 12
Created by: Ted Shimanuki/Barry Saudan/David Taylor
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Summary: The Grants Program Writer & Executive Support performs duties in support of the California Communications Access Foundation (CCAF) grantmaking program, the Disability Communications Fund (DCF), as well as CCAF's Executive Team and Board of Directors. The Grants Program Writer provides high-level administrative support to the DCF Associate Program Officer, the Board of Directors, associated committees, and the Executive Team. Such support is provided by writing articles and providing content for DCF publications, taking and distributing meeting minutes, conducting research, responding to information requests, among other activities. Develops systems and business processes to ensure smooth and efficient workflow and communication, and organized storage and dissemination of information.

Essential Duties and Responsibilities *include the following. Other duties may be assigned.* The Grants Program Writer/Executive Support is responsible for the following activities under the direction of the Associate Program Officer.

Grantmaking

- Support DCF's Associate Program Officer in grants-related activities as assigned, including:
 - Drafting & updating grant documents;
 - Participating in review of grant proposals;
 - Monitoring and evaluating grant project progress;
 - Preparing reports;
 - Conducting research.
- Maintain & update grant-related information & data in the DCF online grants management system.
- Provide support for & participate in the meetings of the DCF Grants Team.
- Support the community-based DCF advisory group, including:
 - Recruiting members;
 - Coordinating logistics;
 - Documenting & disseminating notes & results.

- **Non-grant support:** Support grantee information sharing, networking and collaboration activities sponsored by DCF to build grantee capacity, including:
 - Coordinating logistics for webinars & in-person gatherings;
 - Maintaining the DCF grantee portal (when in operation).

Writing and Communications

- In collaboration with the Associate Program Officer, write and edit content for DCF's various communication tools, including:
 - DCF website & Web portal;
 - Newsletter (target: quarterly);
 - Impact Report (target: annually);
 - Project Profiles;
 - Grantee project write ups (case studies or White Papers, 2-3 per year);
 - Other reports and publications to be defined.
- Collaborate with Executive Team and Associate Program Officer in strategy and implementation of communications and external relations activities.

Board Support

- Prepare and distribute agendas and support materials for meetings of the Board of Directors and its subcommittees.
- Support the CEO by coordinating communication with the Board.
- Handle logistics for Board meetings (room set-up, notification, meal and break service, interpreter arrangements, internet and phone hookup).
- Create and track progress on Action items.
- Prepare and disseminate minutes for all meetings.
- Maintain complete and up to date files of Board governance documents, correspondence, and recruitment efforts.
- Facilitate and assist with new member orientation.

Administrative Support and General Duties

- Research business development opportunities for CCAF as identified by the CEO or Board of Directors.
- File and retrieve corporate documents, records and reports.
- Assist members of Executive staff on special projects, as assigned.
- Maintain integrity of operations and Board/Executive team deliberations by keeping information and records confidential.

Other

- Support CCAF Mission, Vision & Values. Adhere to the provisions of the Employee Handbook, Expectations of Employment and other CCAF policies and procedures.
- Other duties as assigned by supervisor.

Supervisory Responsibilities:

None

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education:

Required: Bachelor's degree (B. A.) from four-year college or university.

Experience:

Required: 5 years' experience performing similar duties, including extensive writing experience in a grant administration, organizational communications or executive support capacity. Additional experience and/or training may be used to supplement education.

Preferred: Paid or volunteer experience serving disabled individuals; 3 years plus experience performing similar duties for non-profit (501 (c)(3)) employer.

Language Skills:

Must be able to:

- Ability to write clearly.
- Understand, read, write, and speak English fluently.
- Take accurate and complete meeting minutes.
- Conduct internet research.
- Present information to groups.
- Respond to common inquiries or complaints from Board members, management staff, regulatory agencies, or members of the business community.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: Required: Microsoft Office Suite (Word Processing, Excel, PowerPoint, and Access). Preferred: Facility with grant administration software (e.g. Foundant).

Other Skills and Abilities:

Must be highly organized, detail-oriented.

Must be able to travel occasionally within the State of California, occasionally staying overnight.

Other Qualifications

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

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and taste or smell.

The employee must occasionally lift and/or move up to 25 pounds.
Applicant must be able to pass a background check.