

Job Description: Culturally Specific Populations Grant Program Manager



Status: Full-time

Salary: \$65,000-75,000, depending on experience

Location: Esperanza United's main office is located in Saint Paul, MN. This position may be located anywhere in the U.S. provided the candidate has experience working independently as part of a team and can successfully carry out duties remotely.

Reports to: TBD

Supervises: Culturally Specific Populations Grant Program Coordinator

Position overview

The Culturally Specific Populations Grant Program Manager manages a national, multi-year Latin@ culturally specific grant program, which Esperanza United was awarded by the U.S. Department of Health and Human Services, Administration for Children & Families, Family & Youth Services Bureau, Family Violence Prevention and Services Program under the American Rescue Plan of 2021. This position serves as the project lead and is a resource for multiple Latin@ domestic violence culturally specific, community-based organizations (CSCBOs) across the U.S. who will receive multi-year grants through this program. The Culturally Specific Populations Grant Program Manager is mission-driven, community and survivor-centered, highly organized, and an effective capacity builder. This position will work directly with grantees, partners, consultants, and the Esperanza United team to ensure grantees receive an array of relevant and ongoing support and overall program goals are achieved.

About us

Esperanza United mobilizes Latinas and Latin@ communities to end gender-based violence. Formerly Casa de Esperanza, Esperanza United was founded in 1982 by a small group of persevering Latinas as an emergency shelter in St. Paul, Minnesota. We continue to ground our work in community strengths and wisdom, as we serve Latin@s locally and nationwide.

Core responsibilities

- Leads grant program management and provides day-to-day oversight and guidance on grantee requests, grant program activities, and overall workflow, including staff and external partners and/or consultants.
- Establishes and maintains relationships with grantees, partners, and consultants.
- Identifies and/or anticipates issues and proactively contributes to solutions, problem-

solving to ensure grant program objectives are being met.

- Provides high-quality, timely, relevant technical assistance and training to CSCBO grantee organizations.
- Partners with relevant staff to collect and report on grant program activities and objectives.
- Supervises Culturally Specific Populations Grant Program Coordinator.
- Oversees the submission of pre- and post-award grants in government online portals/systems.
- Provides report templates to program staff and directors 30 days prior to deadlines as they arise.
- Works with finance, grants management, and program staff to ensure grantees and partners understand expectations, timelines, roles, and responsibilities.
- Regularly and proactively communicates key grant program updates to partners, grantees, and others as appropriate.
- Applies new learnings, approaches, and practices to core position responsibilities and activities.
- Prepares monthly program reports for the CEO and leadership team.
- Actively participates in team meetings, workgroups, and organization-wide initiatives, for example, our anti-racism efforts.
- Contributes to a collaborative, positive organizational culture. Embodies the values and qualities of Esperanza United in external relationships.
- Performs other such duties as assigned within the scope of the position and program description, as well as those reflective of their experience, education, and ability.

Qualifications

- Education and experience
 - › Undergraduate degree in a relevant area or an equivalent combination of relevant experience and training.
 - › At least three to five years in program/project management and providing technical assistance and training.
 - › Minimum of two years' experience supervising staff.
 - › Experience working in CSCBO with progressive professional development growth in nonprofit strongly preferred.
 - › Demonstrated knowledge of gender-based violence within the Latin@ community and the intersections with race, ethnicity, culture, immigration, language justice, and lived realities among other considerations.
- Skills and Abilities
 - › Superior project and time management skills. Keen attention to detail. Highly

responsible and accountable.

- › Excellent verbal and written communication skills with ability to tailor communication to various audiences.
- › Critical thinker, problem-solver/solutions-finder from strengths-based perspective.
- › Ability to navigate complexity deftly and with tact and diplomacy.
- › Highly organized and detail oriented while still able to possess a “big picture” perspective.
- › Ability to work with tight deadlines.
- › Ability to manage multiple priorities to ensure work is completed in a timely and productive manner.
- › Demonstrated ability to synthesize complex information.
- › Ability to work effectively independently and in teams.
- › Open to new ideas and innovation. Possesses an entrepreneurial spirit.
- › Highly collaborative and dependable, non-ego driven.
- › Adaptable, comfortable with emergence, complexity, and working with some ambiguity.
- › Utilizes sound judgment and decision-making.
- › Proficiency in use of PC computers, Microsoft and Adobe Suites, and donor management software and systems, among others.
- › Ability to relate to people at all levels of an organization and model behavior consistent with the Esperanza United’s vision, mission, and values.
- › Bilingual (Spanish/English) and knowledge of the Latina community and gender-based violence issues preferred.
- › Committed to a learning culture, including race equity/anti-racist practices.

Work environment

Esperanza United strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis)ability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

Travel requirements

Outside of the context of COVID-19, there may some travel required.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

To apply

Send your cover letter, resume, and salary expectations to Debra Emery at demery@esperanzaunited.org with the subject header, "Your Name Application – Culturally Specific Populations Grant Program Manager."

We will consider applications on a rolling basis, with priority for those submitted by March 31, 2022. However, applications will be accepted until the position is filled.