



## GRANTS MANAGER

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**Job Title:** Grants Manager  
**Reports to:** Chief of Staff  
**Status:** Full-Time  
**Location:** Claremont, CA  
**Salary Range:** \$65,000–\$72,000 depending on experience

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### POSITION OVERVIEW

Shoes That Fit is seeking a highly organized, detail-oriented **Grants Manager** to support our foundation fundraising efforts. This role is ideal for a strong writer who thrives on deadlines and enjoys working across multiple projects. Reporting to the Chief of Staff, who leads our grants strategy and pipeline, this role will support the full grants lifecycle and contribute to donor communications that connect partners to our mission.

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### Grant Strategy, Research & Writing

- Research and identify new and existing foundation, corporate, and government grant opportunities aligned with revenue goals and program priorities.
- Draft strong letters of inquiry, proposals, and reports tailored to funder guidelines and priorities.
- Develop original proposal content grounded in program data, outcomes, and impact stories.
- Create clear, visually engaging charts and data visuals for proposals and reports.

### Grant Management & Administration

- Manage the full grants lifecycle—from prospecting through reporting and resubmission dates—in alignment with the Chief of Staff's strategy and oversight.
- Track deadlines, submissions, renewals, and reporting requirements using Instrumentl and internal systems.
- Coordinate with Program and Finance to gather budgets, metrics, and reporting materials.
- Maintain accurate, organized grant records and funder correspondence.
- Staff CEO and Chief of Staff for meetings with foundations or host tours as needed.

## Cross-Team Support (Limited Scope)

- Provide support to Development and Marketing for grant-adjacent communications (e.g., quotes, impact stories, or limited collateral), as needed.
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## WHO YOU ARE

- 3+ years of experience in grant writing, donor communications, or social impact work
  - Exceptional writing, editing, and proofreading skills.
  - Excellent time management and organizational abilities; thrives on meeting deadlines.
  - Ability to manage multiple projects and priorities with attention to detail.
  - Strong interpersonal skills and ability to work collaboratively across departments.
  - Strong proficiency in Microsoft Office Suite.
  - Experience with Salesforce, Instrumentl, or other fundraising software preferred.
  - Willingness to travel on occasion.
  - Sense of humor and love for children, required.
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## COMPENSATION & BENEFITS

- **Salary Range:** \$65,000–\$72,000 depending on experience
  - Full-time role with Healthcare, Dental, Vision, EAP and PTO
  - 2:1 403b retirement match
  - Opportunity for mentorship and long-term growth within STF
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## ABOUT SHOES THAT FIT

Shoes That Fit helps children across the U.S. attend school with dignity and confidence by providing new, properly fitted athletic shoes. With over 3 million pairs (and other items) delivered to date, STF is scaling nationally with a focus on deepening donor relationships and expanding our impact on youth equity and education.

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## HOW TO APPLY

Submit a cover letter indicating your interest in and qualifications for the position, along with your resume, through [Indeed.com](https://www.indeed.com) OR via email to Linda Matthews, Director of Administration, Shoes That Fit, at [jobs@shoesthatfit.org](mailto:jobs@shoesthatfit.org).

*Shoes That Fit provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*