



Job Description

Radiant Futures is an equal opportunity employer

Job Title	Advancement Specialist	
Reports To	Contracts and Compliance Manager	
FLSA	Full-Time; Non-Exempt	Rate: \$24/hr.

Agency Overview

Radiant Futures is building a safer community in Orange County. Originally founded as Women’s Transitional Living Center, we were the first domestic violence agency in Orange County and the third in the country. We are a committed partner providing crisis support, services for all survivors, and education to prevent domestic violence and human trafficking.

Our short and long-term housing programs, counseling and holistic offerings, and legal services are open to all survivors. Our team partners with each survivor to tailor services to their unique situation and goals. We also provide programs for people who have caused harm and education to empower our neighbors to support safety and wellbeing for all.

Domestic violence and human trafficking affect hundreds of people each year across age, gender, sexual orientation, class, and immigration status. For 45 years, we’ve been working toward a future where everyone in our community lives and thrives free from violence and harm. We need strong community support to build a safer Orange County. You have the power to prevent violence and promote healing. Learn more at radiantfutures.org.

Our **key beliefs** guide our work and inform day-to-day decision-making internally and externally.

Equity creates dignity for all
We prioritize equity to ensure people in our workplace and our community have the resources, access, and opportunities they need to thrive.

Survivors lead their own journeys
We offer trauma-informed support and transformative opportunities for survivors to reach their goals.

Innovations invites progress
We openly embrace exploration and evolution to advance our work.

Inclusivity is integral
We create welcoming spaces that meet the diverse needs of our community.

Resources must be used responsibly
We make ethical and intentional decisions regarding our resources, our community, and the environment.

Position Summary

Under the direction of the Contracts and Compliance Manager, the Advancement Specialist is a critical member of the grants management team and focuses on federal, state, local government, and restricted foundation grant

activities and compliance requirements critical to the success of the organization. This position will perform a variety of contractual, financial, and general administrative tasks and work closely with programs to ensure accuracy and consistency in data reporting.

Essential Duties

- Ensure that all program departments are effectively using Apricot to collect participant's demographics, program enrollment, services provided, and outreach data
- Utilize and execute a data collection process that minimize contradictions in the data and ensures proper turn-around time to completed data entry in both case files and Apricot
- Support the administration of government/partner agencies contracts and restricted foundation grants including, but not limited to:
 - Collect and organize compliant-related documents and files such as time sheets, payroll report, invoices, etc.
 - Prepare and file monthly invoices for all contracts in agency's accounting system (QuickBooks Online) and in various portals provided by funder
 - In conjunction with grants management team, monitor grant budgets and submit requests for modification to the appropriate entity, as required
 - Participate in audits including monitoring visits and the organization's annual financial audit
 - Ensure all MOUs are current and filed appropriately
 - Maintain a positive working relationship with contract program officers and partner agencies
- Serve as one of two Apricot (agency's program database) Administrator to ensure proper integration of data collection and evaluation requirements with existing database capabilities
- Organize and archive documents and files appropriately at the conclusion of a grant/ contract cycle
- Work with partner agencies regarding reporting, billing, and other compliance requirements
- Attend monthly unbilled cost meetings and other internal team meetings
- Coordinate and conduct staff training on data procedures

Other Responsibilities

- Adheres to the highest ethical and professional standards
- Attends any required meetings, conferences, and events as needed
- Support activities in the Advancement Department as needed
- Performs other tasks as assigned

Qualities & Qualifications

Qualities:

- Possesses a strong commitment to the mission, policies, goals, and values of Radiant Futures
- Possesses a strong commitment to the self-reflection and interpersonal work needed to create an inclusive environment
- Results and solution-oriented

- Able to work independently as well as within a team; set and achieve high performance goals and meet deadlines in a fast-paced work environment
- Demonstrated ability to exercise good judgement and maintain confidentiality
- Creative thinker, joyful collaborator, self-starter, and detail-oriented
- Willingness and ability to travel to meetings, events, and other Radiant Futures events (as COVID-19 restrictions allow)

Qualifications:

- Minimum 1 year experience or relevant experience
- Bachelor's degree or equivalent experience
- Mathematics proficiency with ability to apply principles to a variety of tasks
- Knowledge of and adherence to policies and procedures
- Strong organizational and detail skills, project and time management
- Excellent analytical, strategic thinking, and problem-solving skills; ability to innovate
- Excellent verbal and written communication skills; including confidence and comfort with speaking in front of variety of audiences
- Excellent computer and technology skills including proficiency with MS Office 365 and other web-based databases and platforms
- 40-Hour Domestic Violence Training Certification (can complete during introductory period if needed)
- Has not been a participant of Radiant Futures [formerly WTLC] services for at least three (3) years
- Possession of a current and valid CA driver's license, a vehicle, liability insurance meeting CA state minimum requirements and an acceptable driving record

Compensation & Benefits

- This is a full-time, non-exempt position, with an hourly wage of \$24/hr.
- We provide 2 weeks paid vacation to start which increases over time (3 weeks after 2 years, 4 weeks after 5 years, 5 weeks after 10 years); 20 wellness hours, 1 civic engagement paid day, and 12 paid holidays.
- Alternate work schedule (4 days/ 10 hours) option available
- Generous benefits including 100% covered in Radiant Futures' sponsored health, dental, vision, and AD&D insurance with Employee Assistance Program; and 403(b) retirement plan with up to 4% match.

Our Commitment to Diversity & Inclusion

At Radiant Futures, we believe outstanding people are the key to our success. We value a diverse and inclusive workplace, and strongly encourage people of color, LGBTQIA+ individuals, gender non-conforming individuals, and formerly incarcerated people to apply.

As an equal opportunity employer, we recruit and hire with the understanding of systemic oppression and lived reality of people with marginalized identities. We also recruit and hire without regard to race, national origin, religion, gender, gender identity, sexual orientation, disability, marital status, veteran status, or age.

Working Conditions & Physical Requirements

Alternate work schedule (4/10) or regular (5/8) schedule, flexible to work evenings and weekends, as needed. Regularly required to sit and use hands and fingers; intact vision abilities required. Occasionally required to lift and/or move heavy objects.

To be considered for this position, please email a cover letter and resume to careers@radiantfutures.org with "Advancement Specialist" in the subject line. No phone calls please.

For more information on Radiant Futures, please visit our website at www.radiantfutures.org.