



Manager, Grant Writing and Research

Organizational Background

[Renne Public Policy Group \(RPPG\)](#) is a full-service state lobbying and consulting practice that strives to advance the interests of California local public agencies and the companies that align with public entities. We do so effectively and efficiently, without compromising on ethics or integrity. RPPG is a division of [Renne Public Law Group \(RPLG\)](#), founded by Louise Renne, the City of San Francisco's elected City Attorney for 16 years. RPPG provides our clients with a keen understanding of California's evolving legislative and political landscape, which is critical when making policy, legal and operational decisions. We are rooted by Louise's reputation for uncompromising ethics, excellence, and innovation in the practice of municipal law.

Since the inception of RPPG, we wanted to take a different approach from how other firms represent their clients. RPPG is a fairly young practice. This has enabled us to do things differently—to be proactive, creative, and nimble. To build a culture of likeminded professionals from diverse backgrounds who *want* to come to work and where clients feel valued. Our goal is to provide our clients a holistic approach of legislative, political, legal, and operational counsel. We refer to it as the “wraparound service approach”.

Two years ago, RPPG had one client. Since that time, our client portfolio has expanded to over 20 and continues to grow at a remarkable pace. We now represent jurisdictions large and small, from cities in northern California and the Bay Area—to local and regional entities in the Central Valley, Inland Empire and as far south as San Diego County. While we primarily represent public sector clients, we also represent private companies in technology and staffing—and have had the privilege of working with various non-profits on short term projects.

While our growth has not come easy, we firmly believe that our success is built upon a spirit of team collaboration and an appreciation for the individual strengths we each bring to the team. Collectively we bring a positive energy, a tireless work ethic, and a passion to do good work for great clients. It is our methodical and hands on approach that enables RPPG to provide a level of personal service that we are known for and that our clients have now come to expect. This is our true competitive advantage—we thrive because we aren't afraid to roll up our sleeves and put in the work. In short, our ethos is to work hard, day in and day out in the advancement of the “public good”. We achieve this goal by providing a voice for local governments who employ essential workers, provide critical public services, and are determined to improve the quality of life in their respective communities.

In our effort to continuously reflect, evaluate and look forward, we have determined that the next phase in RPPG's strategic growth is to offer full grant writing and advisory services for our public sector clients. We are seeking a qualified professional to serve as a core member of our team. This person will be tasked with collaborating with our firms' leadership in establishing and growing a grant writing service offering for the firm. As the service offering grows and the needs increase, it is expected that the Candidates' position would elevate to oversee other grant writers. As such, this Candidate will be a critical part of the firm's long term client growth and retention strategy.

Position Summary Manager, Grant Writing and Research (Candidate)

We are looking to add a driven, bright-minded individual who shares the Firm's values. While familiarity with local government operations and budget is a plus, our primary goal is to bring on an experienced grant writer who can demonstrate an ability to create engaging narratives that embody the unique characteristics of our clients that best position them for success. As a core member of the RPPG team, the Candidate must possess strong interpersonal communication skills and feel comfortable directly interfacing with clients to assess viability of funding opportunities. Moreover, the Candidate will need to demonstrate the ability to be a self-starter while receiving minimal supervision.

The candidate will be expected to identify, research, and draft grant proposals for RPPG local government clients—largely in the areas of transportation, infrastructure, housing, homelessness, climate, public safety, and other areas that support critical public services. The candidate will also perform research on federal, state, regional and private grants opportunities on behalf of the firm's clients. The Candidate will report directly to RPPG's Managing Director.

Accommodations

While it is preferable for the Candidate to be a full time (in-person) team member, what is most important is that we hire the "right" person... not the "closest" person. COVID-19 has certainly shown that we are capable of achieving success for our clients while working remotely. We want this Candidate to have the freedom to produce the best work product for our clients and we are willing to be flexible in accommodating a primarily remote position. However, we would like to discuss an approach that strikes a balance of job flexibility while ensuring that this person is actively engaged and invested in the growth and prosperity of our firm.

Please note that Candidates must reside in California. Additionally, periodic regional and statewide travel will still be required. This may include travel to the Sacramento and San Francisco offices to for team building purposes.

Specific Responsibilities (Including but not limited to)

To perform this job successfully, an individual must be able to perform each essential job function at a high level, with or without accommodation. The following is a non-exclusive list of essential job duties.

Primary Duties (90%)

- Lead the firm's efforts in researching and writing grant proposals funded by state, federal, and local agencies, as well as any applicable corporate and non-profit agencies.
- Identify compliance issues and (if feasible) resolve issues of grant eligibility; provide technical direction and leadership for clients in the ways and means of obtaining funding.
- Attend Grant Program Workshops and provide written notes to clients regarding eligibility, timing, and scoring.
- Develop and maintain an internal tracking system, including notification of funding availability, notification of grant deadlines, status of proposal development and other relevant data.

- Provide analysis, evaluation, and assistance to clients regarding potential grant opportunities; work with clients on assessing the potential impacts of grant requirements, client programs, and services.
- Draft monthly (or as needed) updates on potential funding opportunities for firm clients.
- Assist RPPG team in responding to new business proposals.

Secondary Duties (10%)

Depending on the candidate's workload on current and upcoming projects, the Candidate may be asked to provide some assistance to the RPPG legislative advocacy and support team with state legislative/regulatory research, legislative analysis, monthly written updates and end-of-year client reports, etc. Please note that experience in these duties is not required—only the willingness to help the team when time allows. Duties may include:

- Assist in analyzing, evaluating, and responding to legislative proposals.
- Conduct research on various policy and regulatory issues.
- Draft position letters on legislation on behalf of RPPG clients.
- Support in-person client advocacy trips.
- Assist in various business development related actions.
- Other duties as directed.

Knowledge and Demonstrated Abilities

Candidates must meet and/or demonstrate the following knowledge and abilities to be considered for this position.

Knowledge Of:

- Principles, problems, and methods of grant proposal research and writing.
- Local, state, federal, corporate, and non-profit grants, and funding sources.
- State and federal legislative process and policies.
- Evaluation approaches, strategies, and techniques.
- Familiarity with budget preparation and processes and identification of potential matching funds.

Demonstrated Ability To:

- Research and write successful grant proposals.
- Identify federal, state, local, and private funding sources.
- Interpret the potential impact of grant requirements and communicate needed information to firm clients.
- Serve as liaison to RPPG clients specific to grant related issues.
- Plan, organize and execute on a variety of complex tasks, for multiple clients, often under tight deadlines.
- Communicate and work collaboratively with federal, state, local and private entities.
- Effectively meet and communicate with varying personalities and organizations.



- Establish and maintain effective working relationships with staff, clients, and other stakeholders.
- Communicate effectively, both orally and in writing.
- Analyze situations accurately and adopt an effective course of action

Experience

Minimum three years' experience in grant writing/research **and** bachelor's degree or equivalent (additional) experience.

Note: Preferred candidates will have 5 years+ of grant writing/research experience, an undergraduate degree in political science, history, social sciences, or English, as well as have a general familiarity with local agency operations and funding sources.

Salary

Compensation depending on experience. Includes health, dental, defined contribution retirement benefits, and annual performance-based bonuses.

Initial Submission Requirements

Please put "**First Name, Last Name, and Grant Writer**" in subject line of email (**example: Jane Doe, Grant Writer**). To be considered, please submit the following materials to info@publicpolicygroup.com.

- Resume and cover letter outlining your experience researching, tracking, and drafting successful grant proposals. **Note: Your cover letter must include an acknowledgment that you have fully reviewed and agree to all aspects of the job description.**

Supplemental Requirements

If selected to be interviewed, applicants must provide the following supplemental documents **prior** to interview:

- Two samples of successful grant proposal narratives.
- Two references from previous clients and/or employers.

Renne Public Policy Group, a division of Renne Public Law Group, LLP® is an equal opportunity employer, seeks diversity and encourages all qualified applicants to apply for this position.

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