

JOB DESCRIPTION

Position Title: Grant Writer
Reports to: Chief Development Officer Department: Resource Development
Status: Non-Exempt Wages: \$24.04/hr (approx. \$50,000/yr) starting
Category: Full-time Location: Coastal Office in Pacific Beach
Hrs/Schedule: 40hrs/week, Generally M-F, 8:30am-5:30pm. Schedule adjusted for some eve/wkend hours
EEO: 2 WC: 8810

CCS Summary: *Since 1969, Center for Community Solutions (CCS) has been creating safe and healthy communities with a core emphasis on the prevention and intervention of sexual assault and relationship violence. Our mission is to end relationship and sexual violence by being a catalyst for caring communities and social justice.*

CCS is an equal opportunity employer that strives to create an inclusive environment and a diverse workforce from all backgrounds, abilities, and cultures.

Position Summary: The Grant Writer is an integral part of the resource development team at CCS. Duties include managing foundation and government fundraising activities, such as research, proposal development and submission, progress reports, and stewardship activities. Duties also include developing and producing high level correspondence and working with the team to support events and general fundraising activities as needed. The Grant Writer will be required to work independently, and generate and format reports and other documents using a full range of computer software skills and desktop programs.

Essential Job Functions:

1. *Foundation Relations, Grant Writing, and Grants Management*

- Responsible for creating and managing an organized system of tracking and reporting on all corporate, foundation, and government grants.
- Develop standard grant proposals for all of CCS' programs. Prepare, write, and send targeted grant proposals and grant progress reports in a timely manner.
- Create and maintain systems that promote good working relationship with program staff to ensure clear and timely communication for grant proposal development and/or reporting requirements.
- Conduct stewardship activities to build, maintain, and strengthen relationships with agency funders.
- Attend CCS special events and use the opportunity to invite and deepen connections with foundation contacts and funders at these events.
- Maintain central soft and hard copy files of foundation correspondence and submitted proposals.
- Produce monthly reports on the status of grant proposals and prospect research.
- Prepare and facilitate regular grant meetings with the leadership Grants Team.

2. *Funder Research*

- Conduct research to identify new funding opportunities from foundations, corporations, government funding programs, and other potential funding sources.
- Research prospective donors and current donors as requested. Develop brief profiles for these prospects or donors compiling relevant information.

3. *Development Activities*

- Stay abreast of all publications and media articles about CCS programs and services. Maintain an archive of these printed materials for reference.
- Maintain a library of CCS reference material, including maintaining information, statistics and historical records to be used by staff in preparing correspondence.

- Maintain and enhance constructive relationships with CCS community, including donors, board members, volunteers, vendors, and all CCS staff.
 - Assist with the creation and production of development presentations as needed.
 - Maintain integrity of funder records in the donor database.
 - Accurately document hours worked using designated electronic timekeeping program and submit timesheets and personnel paperwork according to agency standards and due dates.
 - Carry out other duties as necessary to ensure organizational success.
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Essential Job Requirements:

EDUCATION

- Bachelor's degree or equivalent combination of education and development experience required.

EXPERIENCE

- Minimum two years' grant-writing experience, with demonstrated ability to write successful grant proposals.

REQUIRED SKILLS, KNOWLEDGE, SPECIALIZED TRAINING

- Superior written and verbal communication skills.
- Ability to prioritize and manage multiple, complex and sensitive tasks.
- Strong computer skills, with demonstrated proficiency in MS Office programs (Word, Excel, Powerpoint, Outlook), Adobe Acrobat and web interface.
- Demonstrated acceptance and respect for cultural diversity in all its forms, including ethnicity, sexual orientation, abilities, and religious backgrounds. Ability to work collaboratively in an ethnically, linguistically, and culturally diverse environment.

PERSONAL CHARACTERISTICS

- Commitment to CCS's mission, vision, and values.
- Detailed-oriented professional who enjoys working in a fast-paced environment.

PREFERRED SKILLS OR QUALIFICATIONS

- Experience with public relations and/or working in a fundraising environment.
- Database skills and experience with Donor Perfect.

PRE-EMPLOYMENT REQUIREMENTS

- Live Scan criminal background check.
- Must have reliable transportation available for work-related purposes, a valid driver's license, and proof of automobile insurance.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Work is generally conducted in a typical office environment.
- Must be able to sit and stand for prolonged periods.
- Ability to work in domestic violence, sexual assault and stalking fields, which at times inherently create safety concerns.
- Scheduled adjusted for occasional required evening and weekend hours.
- Ability to understand and carry out oral and written instructions.

To Apply: Please email resume and cover letter to Edith Glassey at Eglassey@ccsd.org