



# CALIFORNIA HUMAN DEVELOPMENT

## CREATING OPPORTUNITIES TO END POVERTY

### California Human Development Job Description

**EMPLOYEE NAME:**

**JOB TITLE:** Grant Writer

**DIVISION/DEPARTMENT:** Community Impact

**REPORTS TO:** Community Impact Director

**FLSA STATUS:** Non-Exempt

**LOCATION:** Santa Rosa

**REVISED DATE:** 05/01/2023

**Summary Description:** Adhering to CHD’s organizational and program-specific goals, the Grant Writer constructs and develops funding proposals and drafts grants in collaboration with key staff and stakeholders.

**DUTIES AND RESPONSIBILITIES:**

- Outlines, drafts, and edits grant proposals and reports about CHD’s programs and services for private, community, and corporate foundations and government agencies.
- Completes the primary writing of funding proposals and grants from the “first draft” to the “submission ready” stages.
- Maintains quality results by: using templates; following proposal-writing standards including readability, consistency, and tone; contributing to developing a proposal database.
- Performs prospect research on foundation and corporation grants, identifying those that align with CHD program and organizational goals.
- Determines proposal concepts by working with staff in identifying and clarifying opportunities and needs, studying requests for proposals (RFPs), and attending strategy meetings.
- Manages and strengthens relationships with philanthropic partners, following up on information requests, moving funding conversations forward, and supporting periodic check ins.
- Keeps the grant calendar up to date with all ongoing philanthropy projects, using the calendar to manage and assign tasks and ensure the team meets all deadlines.
- Works with our fiscal team to gather information necessary to construct budgets and other financial needs for proposals.
- Assists with other fundraising/marketing projects as requested.

**Supervisory Responsibilities**

None

## **Required Skills and Abilities**

- Strong written communication skills; ability to write clear, well-structured, articulate, and persuasive proposals.
- Strong editing and proofreading skills.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Experience at developing and/or managing funding databases.
- Strong contributor in team environments.
- Knowledge of basic fundraising techniques and strategies
- Ability to build and maintain positive relationships with fund providers and other stakeholders
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively before various size groups on diverse topics
- Ability to design and deliver persuasive presentations using different platforms.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Knowledgeable on nonprofit grant budget creation
- Knowledgeable in the non-profit sector
- Advanced knowledge of Microsoft Office including, Excel, Word, PowerPoint, Publisher, and Outlook.
- Knowledge of grant management software, such as Oracle NetSuite, Bloomerang, or Sage Intact.
- Knowledge of case management systems, including generating reports and analyzing data from systems.

## **Education and/or Experience**

- Bachelor Degree (B. A.) in English, Journalism, Media, Communications, Creative Writing, or other related fields.
- Five years of experience in grant writing, prospect research, general fundraising.
- Equivalent combination of education and experience

## **Certificates, Licenses, Registrations**

Certified Grant Writer desirable

## **Physical Requirements**

Regularly: Manual dexterity; sit for extended periods of time

Frequently: Stand; Walk; Reaching; lift and carry up to 25 pounds

Occasionally: Climb or balance; Stoop, kneel, crouch, or crawl; Taste or smell; Lift up to 50 pounds

Vision: No special vision requirements

## **Work Environment**

Occasionally: Outdoor weather conditions;

Noise level: Moderate noise (examples: business office with computers and printers, light traffic)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders. Employment at CHD is **at-will**. This means employment is for an indefinite period of time and it is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_