



JOB POSTING

Date Posted: 10/19/2021	Date Expires: 11/2/2021
Position title: Grants Writer/Coordinator	Reports to: Manager of Foundations Relations
Department: Development	Status: Full Time
Position type: Sr. Staff	Relevant work experience: 1-3 years

Position summary: This position is responsible for administrative support and grant writing implementing foundation grant strategies to meet or exceed budget goals and expand public support of Homeboy Industries (HBI). This person will serve as an author for many general operating grant proposal requests and will support the Manager of Foundation Relations in stewardship reporting and administrative support of the department. Additionally, they will collaborate with programming, finance, and other agency leaders to build internal capacity for foundation fundraising and play a critical role in driving the organization's total fundraising revenues forward.

Essential Duties:

- Prepare proposals, letters of intent and donor communications by determining concept, gathering, and formatting information, writing drafts, and obtaining approvals.
- Determine proposal concepts by identifying and clarifying opportunities and needs, studying requests for proposal, and attending strategy meetings.
- Write stewardship reports as needed and meet reporting deadlines by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
- Accomplish organization goals by accepting ownership for completing new and different requests and exploring opportunities to add value to job achievements.
- Build strong and productive relationships with programming and finance departments to identify funding opportunities, enhance proposals, and effectively steward foundation partners through strong reporting.
- Maintain tracking system utilizing donor database (Raiser's Edge) to ensure foundation milestones are entered and met by required due dates and maintain accurate and up-to-date information in donor database.
- Collaborate with finance and programming teams to track milestones and budgets for all grants.
- Research and assess new grant opportunities that match HBI's goals and objectives.
- Participate in Fund Development and External Relations meetings and serve on special committees as needed.

Qualifications and Experience:

- One to three years' experience in grant writing or fundraising preferred.
- Bachelor's degree strongly preferred.
- A strong alignment with Homeboy Industries' mission and a passion for social justice.
- Strong editorial sensibility and skill set – must have high interest and tenacity in writing and editing proposals and reports.
- Highly motivated self-starter with a positive attitude and ability to embrace a spirit of entrepreneurship and flexibility in order to increase fundraising capacity in a deadline driven environment.
- Knowledge of Microsoft Office, CRM donor database systems with a preference for experience using Raiser's Edge.

If you are interested in applying for this position, please complete the internal application form and submit to Human Resources along with a copy of your resume.