



Position Announcement

Job Title	Grant Writer
Department	Operations
Hours	Full Time; Exempt
Salary	\$55K - \$62K

Position Summary

Reporting to the Director of Grant Strategies, the Grant Writer is responsible for preparing and producing, in draft and final form, grant proposals and solicitations for funding. The Grant Writer researches and recommends funding opportunities; develops solicitations and proposals for both program and general operating needs, and capital projects; prepares progress and final reports to funders; and maintains department database and associated records. Audiences include foundations, corporations, and when appropriate, government sources of funds.

PRIMARY ROLES & RESPONSIBILITIES:

- Ensure that grant proposal and reporting deadlines are met;
- Work closely with the Chief Financial Officer to prepare budgets and other required financial documents;
- Work closely with the Chief Operating Officer to develop statistical data, maps, and other material to support grant proposals and reports;
- Submit drafts in a timely fashion to the Director of Grant Strategies and appropriate members of the C-Suite team;
- Maintain electronic and print grant files;
- Maintain grant revenue spreadsheet and proposal calendar with details;
- Ensure effective working relationships with grantor Program Officers;
- Research new grant opportunities and prepare research briefs;
- Keep updated on Center campaigns and needs through regular review of The Center's website and other communications, attendance at staff meetings, and individual communications with staff

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Education and/or Experience: A bachelor's degree is required. Related experience can be substituted for the educational requirement on a year-for-year basis. Must have at least three years' experience in grant writing with a demonstrated track record of success for public, private, and corporate funders in organizations with \$3 million budgets or more.
2. Computer/Office Equipment Skills: Must be comfortable working in PC/Windows-based environments. Must have proficiency with Microsoft Office, particularly Word, Outlook and Excel. Must have general database management skills.
3. Other Skills: Must be a highly skilled writer, whose abilities include writing for government, foundation and corporate audiences; must be a conceptual, strategic thinker; must possess strong professional work ethic and ability to meet deadlines; must work well in multicultural teams and with diverse constituencies; must be self-motivated and highly organized with the ability to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints; must have comprehensive knowledge of research, and the ability to identify funding opportunities for emerging programs; must have demonstrated attention to detail, organization, reliability, flexibility and professionalism.
4. Language Skills: Fluency in English is required. Fluency in Spanish beneficial.
5. Experience using federal, state, and county research, grant submission, and post-award reporting portals is highly desirable (e.g., Grants.Gov, eRA Commons, ASSIST, Fast Track/Fast Lane, SAM, BuyNet, etc.).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

To apply: send your cover letter, application, and resume electronically to:
Martin Furey – mfurey@thecentersd.org

Application link: <http://www.thecentersd.org/join-us/employment-application.pdf>

Please note: We are unable to accept any phone or walk-in inquiries for this position.

The San Diego LGBT Community Center is an Equal Opportunity Employer.