



Grant Writer
San Rafael, CA
Description

Position Summary:

Canal Alliance seeks an experienced individual to prepare and submit grant proposals and reports to foundation, corporate and government funders. The Grant Writer is a member of an eight-person Development team, which is responsible for raising over \$5.5M toward a \$7M+ organization budget.

Essential Functions:

Proposal and Report Writing

- Manage proposal writing and reporting schedules for assigned portfolio of funders and communicate these in a timely manner with development staff, program directors, finance department and funding partners in order to meet department and funder deadlines
- Write compelling grant proposals and reports to foundation, government and corporate funders, persuasively communicating the organization's mission, programs and impact to renew current and secure potential funders
- Generate and tailor successful letters of intent, proposals, reports and required attachments to comply with individual funder submission requirements
- Work with department leadership and program directors to create accurate and current narrative content for all grant proposals, letters of inquiry, and reports
- Work with program and accounting staff to complete accurate grant budgets and financial reports
- Work with program leadership and evaluation staff to ensure that written materials contain accurate and relevant data, evaluation results and other program information
- Maintain electronic funder files and Salesforce grants management system records to include all relevant grant-related information from all foundation sources
- Support the Development Director and Institutional Giving Manager to monitor the annual fundraising plan for foundation, corporate and government revenue
- Provide monthly reports and others as requested to development director and board of directors on progress toward goals

Development and Donor Communications Writing

- Maintain and update development documents (i.e. executive summaries, organization history, staff biographies, theories of change, etc.) for use by development and program staff
- Assist with researching, writing and preparing strategic and development communications including letters to individual funders, case statements, and appeal and campaign materials, etc

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Prospect Research

- Conduct institutional funding research to identify new funding opportunities that align with organizational and program goals

Other

- Maintain active and positive communication and relationships with Canal Alliance staff
- Develop and maintain active and positive communication with foundation grant officers

Other Responsibilities:

- Other duties as assigned by supervisor

*Our offices have been updated to support staff and client health and well-being during the COVID-19 pandemic. Candidates should be very comfortable navigating both hardware and software that allows for smooth in-person and remote communications and transitions. **In accordance to public health orders and protocols, this position will operate in a mostly remote capacity, with some in-office requirements.** Canal Alliance will supply all needed hardware for this position.

Requirements

Education and Experience:

- Knowledge of Latino, immigrant, and/or low-income communities
- Bachelor's degree preferably in English, journalism or related field or the equivalent combination of education, training and experience
- Three to five years of grant writing experience
- Proven track record of fundraising from foundation sources, and in securing new funding opportunities

Qualifications- Skills and Knowledge:

- Craft funding proposals and reports in a clear and persuasive manner
- Excellent writing, proofreading and editing skills
- Excellent analytical and research skills
- Self-motivated, detail oriented, and highly-organized
- Excellent communication and interpersonal skills
- Ability to seek and synthesize information and communicate in a compelling and succinct form
- Excellent project management skills
- Utilize online databases and other sources to locate biographical, financial, and philanthropic information

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- Work with minimal supervision, handle multiple and competing tasks deadlines, and manage demanding situations effectively

Additionally Desired

- Commitment to social and economic justice
- Experience with fundraising in a non-profit organization
- Experience using Salesforce/NGO Connect or similar CRM database
- Bilingual in Spanish and English a plus

Key Competencies

Client Focus

Cultural Competence

Collaboration

Communication

Application Process

Please submit your resume and cover letter to

<https://recruiting.paylocity.com/recruiting/jobs/Apply/852982/Canal-Alliance/Grant-Writer>

Applications without a cover letter will not be considered.

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