



Job Description

Job Title: Grant Writer

Department: Fund Development & Communications

Reports To: Director, Fund Development & Communications

FLSA Status: Non-Exempt

Organizational Background: Four passionate Eastside activists who came together formed East LA Community Corporation (ELACC) in 1995. ELACC's mission is to advocate for economic and social justice in Boyle Heights and Unincorporated East Los Angeles by building affordable housing, grassroots leadership, and access to economic development opportunities for low and moderate-income families. Over our 28-year history, we have leveraged millions in investments through community-driven real estate development, mobilized thousands of residents to change policies, served thousands of low-income residents with community wealth services, and we provide quality affordable homes for over 3,000 people.

About the Position: ELACC is looking for a highly motivated, detail oriented, and multi-talented individual to provide high-level strategy and skills with commitment to social and economic justice. The **Grant Writer** plays a crucial role in securing funding on behalf of the organization to ensure ELACC meets its fundraising goals. The Grant Writer will identify, define, write proposals for funding to support the existing and planned program activities, compile application submission packages, manage reporting responsibilities with public agencies, private foundations and corporations and lead grant management responsibilities. The selected individual must possess excellent written and computer skills (Microsoft Office Word, PowerPoint, and Excel) and data management skills. Including the ability to implement systems and follow-up processes, be able to work under pressure, use independent judgement and produce quality work within tight time constraints. This position is part a team responsible for the full range of fund development activities for the organization. Additionally, fund development staff are also responsible for coordinating and implementing the organization's annual fundraising event and campaign projects. Finally, there will be some involvement in capital campaign efforts.

The Grant Writer is an ELACC team member that leads their core project and fulfills their responsibilities to the entire team by actively fundraising, supporting organization wide projects, participating in all staff planning sessions, and being part of achieving the organizations mission, vision, and values by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

- Responsible for writing proposals for unrestricted operating revenue and restricted projects that includes existing and planned programs activities.*
- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to government, foundation and corporate sources. *
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants opportunities. *
- Work with finance and program staff to gather information necessary for submitting timely and accurate reports to all existing funded projects. *

- Comply with all grant agreement requirements as required by government/foundation/corporate donors. *
- Prepare supporting documentation for grant submissions*
- Gain an in-depth knowledge of the organizations mission, strategic plan, programs, and initiatives to grow a dedicated funder portfolio.*
- Provide stewardship to current donors, including work with Director of Fund Development and Communications to provide regular written updates (newsletters etc) to corporate and foundation donors. *
- Maintain an understanding of institutional history and existing and planned programs*
- Serves as a liaison with program staff and funding agencies.*
- Engages with program officers at prospect organizations to solicit invitations to submit proposals.*
- Responsible for developing and maintaining grant tracking systems, and needed fundraising administrative tools, including but not limited to the prospect spreadsheets, grant and reporting calendars, and tools for tracking income and progress toward fundraising goals. *
- Responsible for processing acknowledgement letters to grantors and supporting with individual donor letters as needed. Craft letters and ensures that all contributions are appropriately acknowledged. *
- Track statistics relevant to development and provide programs with written materials necessary for donor stewardship. *
- Assist with other event planning, fundraising, or company-wide projects as needed*

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

Language Ability:

Ability to read, analyze, and interpret documents such as Request for Proposals, grant agreements, journals, donor applications, and policies. Ability to write reports and correspondence. Must have excellent research and communication skills. They must be able to clearly communicate both written and verbal communication.

Math Ability:

A strong understanding of basic math concepts such as adding, subtracting, percentages, ratios. Ability to collect data, establish facts, and draw valid conclusions.

Reasoning Ability:

Ability to apply practical judgement to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing and spreadsheet software, as well as order processing and contact management systems.

Education/Experience:

Bachelor’s Degree in or nonprofit related program. Minimum of 3 years of experience in grant writing. Proven track record of completing and submitting federal grants.

Required Experience and Skills:

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills and attention to detail.
- Strong ability to multi-task, prioritize and work under pressure to meet multiple competing deadlines.
- Strong experience with proposal writing and institutional donors.
- Knowledge of fundraising information sources, basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Must demonstrate analytical skills – synthesize diverse information, collect and research data, use intuition and design workflows and procedures.
- Superior professional manner and networking abilities.
- Strong ability to work in a team as well as lead a team.
- Effective project management skills.
- Successful track record securing grant funding.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, reach with hands and arms, and talk or hear. The employee is frequently required to stand, and walk. The employee is occasionally required to climb or balance, and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, and distance vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Compensation: Hiring pay will be \$28.85 per hour. This is a full-time bargaining member position with a benefits package that includes health, dental, retirement, life and disability insurance. ELACC is on a 9/8/80 Alternative Work Week Schedule.

ELACC is an Equal Opportunity Employer

Email cover letter and resume to: Human Resources Manager

Email: jobopportunities@elacc.org, www.elacc.org