

# Grants Writer

## Job Description

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**Title:** Grants Writer

**Reports to:** Chief Development Officer

**FLSA Status:** Non-Exempt

**Wages:** \$31.01/hourly; approx. \$64,500.00/annually

**Job Type:** Full Time

**Location:** Pacific Beach Office – Hybrid Remote

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**Summary:** The Grants Writer reports to the Chief Development Officer and manages (1) unrestricted grant funding to grow capacity for the organization, (2) restricted fundraising through private and government grant applications to maintain and grow programs, and (3) applications to donor advised funds. The Grants Writer works closely with the Chief Operations Officer and other members of Senior Leadership to support programs and services. Responsibilities focus on three areas: Grants (80%), Donor Advised Funds solicitation (10%), Communications and support of annual fund development (10%).

### Essential Functions:

- Write and submit grant proposals and reports responsive to each funder's priorities and guidelines
- Manage tracking, deadlines, and reporting on all grants and provide program staff with grant deliverables, agreements, and deadlines
- Manage a portfolio of current and prospective private foundations and donors and coordinate related site visits, updates, and responses to funder requests
- Manage private grant prospecting and research based on strategies and recommendations from senior leadership and lead writing and submission of all private proposals and/or supervise submission of smaller grants.
- Manage government prospect and application goals proposed by the COO and CEO
- Manage timelines and assignments for government contract applications, edit and synthesize content, and proofread and submit.
- Manage Grants Team meetings that focus on strategizing, decisions, and timelines that include assigning roles and responsibilities.
- Manage reconciliation of grant and donation records with financial records and manage grant acknowledgment letters and agreements. Ensure that program leads and COO receive award letter and/or grant agreements.
- Participate in funder driven projects and/or events as a representative of the organization
- Manage foundation engagement by meeting with the Communications Manager monthly to identify annual campaign and event communications strategies and tactics.
- Manage development of client success stories for grants and CCS communications.
- Manage social media postings to highlight grant awards and impact and related assigned content for annual events and campaigns.
- Model leadership and participation in all fundraising campaigns

**Job Requirements:****Education:**

- Bachelor's Degree, Journalism, Communications, Marketing, English, Creative Writing, Political Science, or related field or equivalent combination of education and experience.

**Experience:**

- Minimum 5 years of direct grant-writing experience as a lead writer of winning private and government grant proposals for non-profits
- Minimum of 2 years of grants management, including maintenance of an application tracking system, reports, and the ability to manage a Grants Team comprised of senior leadership and program staff. Preferred Experience:
- Fundraising and/or public relations experience
- Familiarity with intervention and prevention work related to relationship violence and sexual assault
- Strategic and overarching understanding of social justice's impact on sexual and intimate partner violence

**Core Competencies:**

- Superior written and oral communication skills
- Interpersonal skills that build trust, accountability, and a collaborative spirit
- Organized and detail oriented with the ability to effectively multi-task, prioritize, and meet deadlines
- Proactively adapt to always changing requirements and duties by being solutions oriented and exercising sound judgment and decision making
- Maintain confidentiality and respectful communication at all times

**Working Environment:**

This job may be primarily remote, but on-site presence is required to complete some job requirements. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers. Must maintain personal cell phone for work-related purposes. Ability to work in IPV, SA, and stalking fields. Working conditions may include possible exposure to communicable diseases related to those typically found in social services setting.

**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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to carry up to 20lbs.

**Travel:**

Some travel may be required (approx. 15% within San Diego County). Must have reliable transportation available for work-related purposes, a valid California driver's license, and proof of automobile insurance.

**Work Hours**

The employee must be available during Agency working hours of 8:30 a.m. to 5:30 p.m. and must work 40 hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

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*To Apply: Please submit a resume and cover letter to: Suzie Colby at [SColby@ccssd.org](mailto:SColby@ccssd.org)*