



POSITION: GRANT WRITER
REPORTS TO: PRESIDENT & CEO
CLASSIFICATION/FLSA: FULL-TIME/NON-EXEMPT

Upward Bound House (UBH) is a nonprofit organization whose mission is to eliminate homelessness among families with children by providing housing, supportive services, and advocacy. The organization carries out this mission by operating programs that provide both temporary and permanent housing resources to homeless families. UBH's integrated programs provide families with concentrated and coordinated access to services based on their needs.

The Grant Writer (GW) will be responsible for grant writing and reporting for government agencies, private foundations and corporations in order to meet annual revenue targets. Specifically, the GW will be responsible for the entire grant lifecycle from pre-award research through post-award grant closeout and assume the lead role on all major government, foundation and corporate grant applications. The Grant Writer will also be responsible for tracking and monitoring proposals, their deadlines and requirements. The GW will work closely with key staff members in the fulfillment of this role including the President & CEO, Controller and the Program Leadership Team.

ESSENTIAL RESPONSIBILITIES:

- 1) Serves as the primary grant writer for foundation, corporate and government proposals.
- 2) Prepares proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals.
- 3) Work with lead development, fiscal and program staff to develop new program initiatives that are responsive to changing and emerging community and client needs and that build on the success of existing service models and programs within the agency
- 4) Determines proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and attending strategy meetings.
- 5) Meets proposal deadlines by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
- 6) Coordinates requirements with other staff contributors and provides proposal status information at proposal review meetings. Coordinates the efforts of key staff members to ensure that documents are completed by the specified deadlines.
- 7) Gathers proposal information by identifying sources of information, coordinating submissions and collections, and identifying and communicating risks associated with proposals.
- 8) Develops proposal by assembling information including project nature, objectives, deliverables and outcomes, implementation methods, timetable, staffing, budget, standards of performance, and evaluation.
- 9) Research and identify prospects and develop a portfolio of foundation, corporate and government funders for solicitation whose priorities are consistent with the needs of UBH and its various programs as well as trends in institutional philanthropy.

- 10) Maintains quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.
- 11) Improves proposal-writing results by evaluating and re-designing processes, approach, coordination, and boilerplate.
- 12) Updates job knowledge by participating in educational opportunities; maintaining personal networks.
- 13) In collaboration with other development staff, provide support for external fundraising or communications activities such as creating content or reviewing content for grammar, clarity, spelling, and consistency with agency mission, vision, and goals.
- 14) Represents UBH within the development community and at appropriate funder and community meetings and other stakeholders and funders as directed.
- 15) Uses CRM database to maintain a tracking system for grant, renewal, and report deadlines. Develops a comprehensive grants calendar to manage UBH's grants activities, such as Letters of Intent, grant applications, reports and other key milestones. Monitors results of written requests, such as proposal acceptance rate.
- 16) Cultivates and manages strong, positive relationships with existing and prospective corporate, foundation, and government funders.
- 17) Other duties and responsibilities as assigned. The duties and responsibilities listed are designed to provide typical examples of the work performed; not all duties and responsibilities assigned are included here, nor is it expected that all similar positions will be assigned every duty and responsibility.

QUALIFICATIONS:

- 1) Bachelor's Degree in marketing, communications, public relations. Master's degree preferred.
- 2) Demonstrated passion for the mission, vision, and values of UBH.
- 3) At least 5 years' professional grant writing experience preferably for medium to large nonprofit organizations (>\$5 million annual budget). Successful track record of grant solicitations at local, state, federal, education and foundation level.
- 4) Demonstrated track record in securing six and seven figure government contracts from federal, state and/or local sources.
- 5) Previous experience with non-profit fundraising. Proven experience in securing new grants from corporations and foundations at the \$10K and above level.
- 6) Experience in homelessness and affordable housing grant writing is highly desirable.
- 7) Demonstrated project management experience.
- 8) Ability to write accurate, compelling narrative that uses grammar and spelling correctly.
- 9) Entrepreneurial, self-starting, and capable of working both independently and as an integral member of the team.
- 10) Successful candidates will have excellent strategic and analytical skills in order to shape ideas and concepts into sound grant proposals.
- 11) Able to work well in a team environment, handle multiple assignments and meet deadlines.
- 12) Able to monitor and meet income goals.
- 13) Ability to multitask and perform under deadlines and changing schedules.
- 14) Ability to implement proposal and/or fundraising strategies as established by senior management.
- 15) Superior writing, communication, and time management skills, with excellent attention to detail.

- 16) Strong interpersonal skills including the ability to build relationships with funding stakeholders.
- 17) Knowledge and familiarity with research techniques for fundraising prospect research. Conduct, analyze and interpret research or data in a variety of formats.
- 18) Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- 19) Must have excellent organizational skills and be able to produce a quality work product within tight time constraints.
- 20) Strong contributor in team environments.
- 21) Strong knowledge of industry trends and command of best practices in fundraising and resource development; firm grasp of prospect identification and research tools and strategies.
- 22) Strong computer skills with knowledge of Microsoft Suite, and experience using a CRM database system.
- 23) Experience developing budgets required for proposal submission.

OTHER REQUIREMENTS:

- 24) Legal authorization to work in the United States.
- 25) A valid California Driver's license with clean records and access to insured automobile.
- 26) Completion of TB test.
- 27) Completion of background check.

TO APPLY:

To be considered for this position, apply through this posting or visit our website at www.upwardboundhouse.org. Please be sure to reference **Job Title** in the subject line of your email. Due to the volume of resumes received, no calls or faxes regarding submission will be returned. Your resume will only be routed correctly and considered, if all the qualifications are met.