



WALDEN FAMILY SERVICES

JOB DESCRIPTION

POSITION TITLE: Grant Writer

QUALIFICATION REQUIREMENTS:

1. Must have a Bachelor's degree.
2. Minimum 5 years demonstrated success in areas of research and writing of proposals to foundations, corporations, and government entities, with ability to leverage all contracts and grant awards
3. Strong research, analytical, planning and organizational skills.
4. Excellent verbal, written, editing, prospect research and computer skills, including database management
5. Valid California driver's license and working vehicle.
6. Fingerprint clearance from the Department of Justice and Child Abuse Index clearance.
7. Must meet all requirements set by Community Care Licensing pertaining to the hiring of employees by a licensed community care facility.

EMPLOYEE STATUS: Full Time Exempt

SALARY RANGE: Salary range \$70,000 to \$75,000 + Bonus Eligible

PRIMARY SUPERVISOR: Chief Executive Officer

SECONDARY SUPERVISOR: Director of Philanthropy

LOCATION: The position is primarily remote; however, office visits and travel are required.

DESCRIPTION OF POSITION:

Develops and writes grant proposals to individuals, foundations, and corporations that successfully meet or exceed the fundraising goals and objectives of Walden Family Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Identify, research, cultivate and solicit grant opportunities under the direction of the CEO/Director of Philanthropy

2. Develop and write compelling and effective grant proposals to support Walden's \$750K annual goal for Riverside, San Bernardino, San Diego and LA Districts, including unrestricted operating revenue and restricted program funds for identified organizational priorities
3. Track proposals and submit timely and accurate reports for all grant-funded projects
4. Manage resource library of potential donors
5. Write stewardship reports for donors
6. Assist accounting department in the development of budgets for proposals
7. Assist Development Team in creating compelling messaging for use across platforms
8. Develop and nurture relationships with foundations, corporations and government entities.
9. Utilize grant/donor tracking system GrantHub and/or preferred software
10. Attend funding opportunity meetings, RFP conferences, community collaboration meetings, and board/advisory meetings in Riverside, San Bernardino, and Los Angeles.
11. Work with Board, Advisory members, and other stake holders to identify potential funders
12. Regular meetings with leadership: consider including regular meetings to identify shifting funding priorities, assess grant performance, identify needs for modifications, etc.
13. Regular meetings with Devo team: working together to craft messaging, needs to be consistent across platforms, can better coordinate efforts based on relationships of each team member, harness the templates created/revised with new candidate, etc.
14. Participate in organization's key external functions: GuideStar, Charity Navigator, Audit Notes, etc.
15. Assist in follow up with potential donors
16. Plan and implement annual funder forums
17. Other duties as assigned

APPLY TO POSITION:

<https://phx.us-west.paycomonline.net/v4/ats/web.php/portal/2BE82BF0B159DA60F1DDFD4F9D44797C/jobs/7240>