



## **JOB DESCRIPTION**

**Job Title:** Grant Writer

**Pay:** \$31.25 to \$35.00 hourly

**Status:** Full-time in office position

### **General Function:**

The primary responsibility of the Grant Writer is developing, editing and writing grant proposals to foundations and other grant-making organizations within deadlines. Assist in other editorial writings in collaboration with the Executive team and development departments.

The Grant Writer is responsible for writing reports and grants to generate funds from institutions and organizations (public and private). This position is responsible for managing, researching, identifying and securing government, corporate and foundation funding to support Chicano Federation's Mission and programs.

### **Essential Functions:**

- Write high quality grant proposals.
- Follow up on grant submissions.
- Generate reports for funded grants.
- Responsible for researching and collecting data prior to writing each grant.
- Communicate as necessary with funding organizations.
- Manage contract compliance and file maintenance including an ongoing update of all grants and compliance needs, schedules for re-applications and reporting.
- Monitor grant proposals; prepare follow-up reports, as required by grantors.
- Ability to edit and proof read any organizational media and promotional publications.
- Attend and participate in appropriate internal and external meetings with staff, board of directors and funders.
- Understands the importance of best practices as it pertains to grant management.
- Perform other assigned tasks.

### **Requirements:**

Minimum of 2 years of experience in research and grant writing; nonprofit experience preferable.

Bachelor's degree in related field preferred.

Demonstration of grant writing abilities.

### **Contacts:**

Has contact with all levels of agency employees.

### **Working Conditions:**

Works in an office environment with professional business dress policy.