

Grant Writer

Brief Job Description (essential functions of the job):

- The Grant Writer will be responsible for researching grant opportunities to support the Family Justice Center and on site partners.
- Draft letters of interest; grant proposals and public relations materials.
- Assist in the preparation of documents, memos and proposals including writing, editing and maintaining accurate files.
- Schedule and plan events such as FJC's tour/lunch programs with attention to details in the planning, production and logistics of events.
- Schedule meetings.
- Assist in development of donor database, prepare, create and analyze reports regarding donations and fundraising efforts.
- Track and facilitate stewardship activities for donors between gifts and gift request.
- Manage donor renewal request process, including first draft letters.
- Draft, track and assure quality control of donor acknowledgement and solicitation letters.
- Demonstrate professionalism and discretion in confidential matters involving staff, donors and volunteers.
- Coordinate online communications with key constituent groups.
- Integrate online technologies with donor stewardship and gifts.
- Facilitate communication amongst FJC partner agencies to ensure coordination in the cultivation, solicitation, and stewardship of donors.
- Provide support for major fundraising events.
- Provide back-up coverage for the receptionist.
- Perform other related duties as required.

Minimum Entrance Qualifications:

- Bachelor's degree; Master's degree preferred.
- Strong administrative and organizational skills.
- Desire to work in a service-oriented environment.
- Familiarity with Word, Excel, PowerPoint, and Access.
- Proven ability to solve problems, make decisions and handle many tasks in a fast paced, complex environment, working with both independently and as a key team member.
- Strong professional demeanor and ability handle sensitive and confidential matters.
- Strong writing and quality control skills with a willingness to have writing edited.
- Critical judgment and focus to be aware of many projects, ideas, events and conversations without being distracted.
- Creativity to come up with new ideas.
- Ability work well with people of diverse cultural and socioeconomic backgrounds.

- Understanding of domestic violence, sexual assault and child abuse and trauma a plus.
- Bi-lingual/Multilingual preferred.
- RESIDENCY REQUIRED

Pay and Hours:

Union/Grade: MO7

Minimum Bi-Weekly Salary: \$1,797.18

Maximum Bi-Weekly Salary: \$2,268.62

35 Hours per week

An Equal Opportunity/Affirmative Action Employer. All applicants meeting minimum entrance requirements will be considered for this vacancy.

Closing Date: XXX

To Apply: Submit the completed application to:

Family Justice Center
Office of Human Resources
123 Main Street
Anywhere, CA 12345

Fax:

Job Type: Development/Fundraising

Organization Type: Nonprofit Organizations