

JOB DESCRIPTION

Title: Grant Writer	Reports to: Vice President of Community Engagement
Department: Administration	Date: July 2024

Summary: The Grant Writer’s primary focus is to help El Centro with resource development, through researching funding opportunities, writing powerful grant proposals that tell El Centro’s story and mission, and completing grant reports that finalize projects and leave lasting relationships in good standing with funders for future growth and continued collaboration. They should have strong written communication skills, experience in writing successful and awarded grants, and demonstrate solid organizational and time management skills.

PRIMARY ACCOUNTABILITIES

1	Organize grant proposal and reporting due dates and deadlines in the agency’s grant calendar, setting up timely reminders for appropriate staff involved in the grant, and sending documents and needed communications to staff.
2	Research funding opportunities that support the development of the organization, current programs, and new projects, at the local, state, and federal level.
3	Attend informational meetings hosted by foundations and funders about grant opportunities, reporting back findings to VP of Community Engagement and Leadership.
4	Provide timely communication with funders, replying to requests via email, phone, or grantee portals within 24 hours.
4	Submit successful grant proposals in a timely manner, completing all narrative sections, working with the Director of Finance and Leadership to obtain grant budget information, and seeking information and inspiration directly from program staff implementing the work the grant is funding.
5	Maintain close relationships with program staff and Leadership, meeting regularly to discuss grant proposals and objectives to sustain deep understanding and connection of the work El Centro does.
9	Submit all grant reports in a timely manner, completing all narrative sections and working with appropriate staff to gather needed data and stories to report back on.
10	Adheres to grant and community partner guidelines in grant writing, demonstrating how El Centro is a good steward of grant funds and opportunities.
11	Enters and maintains accurate information in grant tracking systems (internal Excel spreadsheets), organizes grant documents in Share Point, and runs program reports from MAACLink database when needed.
14	Supports and contributes to positive public relations of El Centro, establishing and maintain positive, effective relationships with key resources, vendors, regulators, and other internal and external stakeholders that have a significant effect on the outcomes and operations of the agency.
15	Supports and contributes to a workplace that aspires to become culturally competent by helping us work with others to facilitate sensitivity, openness, and respect to people regardless of differences.
16	All other duties as assigned by VP of Community Engagement and other El Centro administrators.

ESSENTIAL FUNCTIONS/KEY COMPETENCIES

- Strong written and verbal communication skills
- Ability to effectively manage time to handle responsibilities and working on multiple projects
- Organizational skills to keep track of proposal and reporting deadlines
- Strong computer skills, including proficiency with Microsoft Office products
- Demonstrate great relational, interpersonal, and intrapersonal skills
- Deep understanding of Latino cultural, openness to learn, and cultural humility with the ability to work with culturally and linguistically diverse communities
- Strategic thinking and problem-solving skills
- Ability to work independently and collaboratively

POSITION REQUIREMENTS

Education and/or Experience

- A bachelor’s degree in writing, communication, journalism, marketing, or related field
- 3-5 years of work experience in successful grant writing, communications, and/or marketing
 - Experience within the non-profit sector preferred
 - Experience with Federal grant writing preferred
- Must show an example of written grant work upon job interview
- Bilingual (English – Spanish) preferred, but not required

ADDITIONAL REQUIREMENTS:

- Attitude, knowledge, and skills to write culturally competent content that accurately reflects and positively shares about the Latino, Spanish speaking, immigrant communities El Centro serves
- Ability to work in-person at El Centro’s administrative office during regular hours of operation

El Centro, Inc. is an Equal Opportunity Employer



SU CONEXIÓN A LA COMUNIDAD

Signatures

This job description has been approved by all levels of management:

Manager _____ Date _____

HR _____ Date _____

Employee signature below constitutes the employee’s understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____