



**Position Available: GRANT WRITER
POSITION SUMMARY**

March 2019

Organizational Background: My Friend's Place is a privately funded nonprofit organization with a mission "to assist and inspire homeless youth to build self-sufficient lives." Our drop-in center provides emergency, health, mental health, creative arts, case management, and education & employment services to nearly 1,500 youth and young adults experiencing homelessness annually. Our comprehensive, multi-disciplinary program model is innovative and replicated in drop-in centers locally and nationally. We are a data lead agency committed to continuous learning and development.

Job Summary: Under the supervision of the Director of Development, the Grant Writer is responsible for the preparation and implementation of the organization's private institutional and corporate grants program, generating revenue through timely submission of well-researched, well-written and well-documented proposals and reports. The ideal candidate will have grant writing or related experience with exceptional communication, time management, organizational skills and attention to detail, and will be able to tell a compelling story, balanced by the need for clarity, accuracy and detail.

SPECIFIC FUNCTIONS

- Prepares timely general operating, program and special grant proposals to private foundations and corporations;
- Researches funding patterns and opportunities from various foundation, corporate and government prospects that align with the organization's key service areas;
- Collaborates with fund development and program staff to develop achievable grant activities and accurate budgets;
- Prepares grant acknowledgements, manages grant agreements, and other contract requirements specified by funders;
- Maintains up-to-date grant calendar including prospects, reports and awards/declines, as well as general attachments folder;
- Collaborates with program staff to prepare timely grant reports;



- Collaborates with program staff to develop case statements, resident success stories and track outcomes;
- Collaborate with Training and Evaluation Manager to run reports from client database to track progress on objectives and outcomes
- Maintains positive relationships with funders and prospects through phone calls, correspondence, meetings, project tours, and other events and/or presentations, as required; and
- Collaborates with Director of Development to project grant income.

OTHER RESPONSIBILITIES

Program

- Respond to programmatic needs as required (in emergencies, when understaffed, etc.)
- Report on development and cultivate staff engagement at All Staff meetings

PROFESSIONAL ACCOUNTABILITY

Commitment to Core Values

- The following core values are fundamental to our work together and with the youth: compassion, flexibility, honesty, human worth, integrity, openness, respect, sense of humor, trust, valuing diversity, and the willingness and courage to engage, address and discuss differences

Dependability / Reliability

- Reports to work on time and informs appropriate staff when involved in other duties away from the agency
- Provides advance notice in a timely manner for all scheduled leave
- Maintains proper attendance requirements in compliance with agency policies

Attitude and Flexibility

- Exercises good judgment under various work situations
- Adapts to changes in agency routines and issues



- Maintains flexibility in completing tasks as required by the position
- Exhibits positive daily work attitudes on a consistent basis

Interpersonal Relations

- Creates a positive environment for all people in the agency by addressing issues of harassment, discrimination, or lack of respect immediately
- Continues to pursue the development of cultural sensitivity and proficiency agency-wide
- Documents challenging personnel and stakeholder situations in writing
- Exhibits cooperation and courtesy while creating a positive public image for My Friend's Place and a productive work environment

Quality / Quantity of Work

- Understands and satisfactorily performs activities as assigned by the Director of Development and Executive Director
- Ensures that all work is completed to highest quality professional standards

Professional Leadership

- Maintains a level of professional knowledge so as to function as a resource for all staff, volunteers, and community members for the agency's overall operation

Experience, Education, & Qualifications

All candidates should have a passion for My Friend's Place mission, demonstrated effectiveness in similar functions, and excellent written, verbal, and interpersonal communication skills. Additional qualifications include:

- Bachelor's degree required
- 2 years+ grant writing experience (preferred)
- Possess demonstrated track record in securing grants
- Possess superb writing, research, proofreading, and analytical skills
- Deeply inquisitive and strategic, a powerful and compelling writer who will be able to capture with simple language the multi-faceted work of My Friend's Place



- Independent, results-focused, highly organized self-starter
- Very high level of organization skills and detail-orientation, with experience using those skills in fast-paced office settings
- Mature judgment, with a high level of personal and professional integrity and trustworthiness
- Prior success working closely and building relationships with diverse groups of people
- Comfortable giving and receiving honest, constructive feedback
- Excellent interpersonal and telephone skills and ability to create effective messaging to a variety of constituencies
- Strong content creation skills, including writing and editing for print and electronic media
- High degree of comfort and literacy with computers and online tools, in particular Word, Excel, and Internet research
- Knowledge of computer operation and supporter software (Outlook, eTapestry and Constant Contact preferred), spreadsheets, and word processing
- Availability for evening and weekend projects on occasion
- California driver's license, automobile insurance and reliable transportation

Requirements, Terms and Benefits

- Full-time non-exempt status position, occasional weekend and evening hours will be necessary. Benefits include medical and dental insurance, vacation and sick leave, and 403b retirement plan.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects weighing 25+lbs, and drive
- Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required



- Must submit to and successfully pass a criminal history background check
- Must have access to adequate transportation and be insurable by the agency's insurance
- TO APPLY, please email resume, cover letter and salary requirements to:

Susan Zeren Dutra

Director of Development

sdutra@myfriendsplace.org

EQUAL OPPORTUNITY EMPLOYER: My Friend's Place is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, national or ethnic origin, gender identity and/or expression, sexual orientation, status as a protected veteran, status as an individual with a disability, criminal history in accordance with the law, or any other legally protected characteristics. Everyone is encouraged to apply for available employment to ensure our staff reflects the diversity of the young people served by My Friend's Place.