

POSITION: Grants Coordinator/Grant Writer
REPORTS TO: Director of Development
STATUS: Non-Exempt, Part-Time; will consider contractor status
COMPENSATION: DOE
BENEFITS: Employee Assistance Program; and 401(k) retirement plan; Paid Holidays, Sick, and Vacation
LOCATION: Sacramento, CA

JOB SUMMARY:

The Sacramento LGBT Community Center has an immediate opening for a part-time Grants Coordinator. The Grants Coordinator will conduct research, assess mission match for available grants, create and assemble grant requests, and represent the agency at grant presentations. The Grants Coordinator will be expected to maintain a calendar of submissions and report deadlines. The Grants Coordinator may be required to maintain a calendar of expected progress reports and coordinate the writing of timely and accurate reports for awarded grants. This position reports to the Director of Development and works in partnership with program staff and stakeholders as well as directly with community members of diverse backgrounds. This is a part-time, non-exempt position.

ESSENTIAL FUNCTIONS:

- 1) Research funding opportunities that align with the short term and long-term funding needs and goals of the agency
- 2) Communicate the agency's mission and programs to potential funders.
- 3) Conduct the full range of activities required to prepare, submit, and manage grant proposals to federal, state, local and private foundation funding sources.
- 4) Maintain a calendar of submissions and other deadlines to ensure timely submission of letters of inquiry, proposal deadlines, and reports.
- 5) Ensure agency compliance with all grant requirements.
- 6) Keeps grant policies and procedures current and accurate for auditors and reviewers.
- 7) Prioritize multiple grant opportunities to ensure multiple proposals proceed in a timely manner.
- 8) Manage supplemental material required for proposals.
- 9) Design and incorporate strategic planning with each program on the narrative and budget that produces results and solutions to identified needs.
- 10) Generate revenue for programs through timely submission of well researched, well written, and well documented grant proposals.
- 11) Compile data, prepare reports, success stories, and other relevant information for programs
- 12) Create and maintain up-to-date language regarding the Center and Center programs
- 13) Develop and maintain collections of current research, statistics, and citations regarding the populations served by the Center for use in grant proposal submissions and other Development communications;
- 14) Ensure grant compliance, and assist with grant proposal development
- 15) Participate in staff meetings, planning meetings, and other meetings as needed

16) Other duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

- 1) Passion for the Center's mission and work to create a region where LGBTQ people thrive and a commitment to follow all policies and procedures of the organization.
- 2) Experience working with the LGBTQ+ community and familiarity with issues of particular relevance to LGBTQ+ people.
- 3) Excellent interpersonal, verbal, and written communication and public speaking skills.
- 4) Experience working in deadline-driven environments.
- 5) Strong enough math skills for grant budgeting
- 6) A successful track record in setting priorities, information delivery, and time management.
- 7) Understanding of contract requirements management including activity design and data collection to ensure compliant contract expectations.
- 8) Highly organized, wearing multiple hats in an ambiguous and fast-moving environment.
- 9) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in an intersectional environment.
- 10) Ability to work independently and as part of a team.
- 11) Handle a variety of special projects and other related duties, as assigned.

REQUIREMENTS:

- 1) Bachelor's Degree in English, journalism, or a related writing intensive field and related field and 4 years of experience in successful grant writing.
- 2) Ability to speak/read/write in English is required.
- 3) Proficiency working with computers and Microsoft Office software including Outlook, Word, Excel, PowerPoint, OneDrive, database systems, and social media tools.
- 4) Access to reliable transportation is required.
- 5) Flexibility to work evenings and weekends as required.
- 6) The person in this position may be required sit or stand for extended periods, move objects up to 25 pounds, ascend/descend stairs, operate office equipment, open and close filing cabinets and boxes, observe visitors, and communicate messages by telephone.
- 7) Offer of employment may be contingent on satisfactory results of a criminal history background check.
- 8) Employees must be legally permitted to work in the United States.
- 9) The Sacramento LGBT Community Center is a drug free workplace, employees may be subject to a drug test.

ABOUT THE ORGANIZATION:

The Sacramento LGBT Community Center works to create a region where LGBTQ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ+ community.

EQUAL OPPORTUNITY:



The Sacramento LGBT Community Center is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender or intersex are encouraged to apply. The Center maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability (including HIV or AIDS), medical/mental condition, perceived physical disability or veteran status, or any other basis prohibited by statute.

TO APPLY:

Email a cover letter and resume as attachments to jobs@saccenter.org with the position title in the subject line; or submit a cover letter indicating the position you are applying for and application/resume to 1927 L Street, Sacramento, CA 95811. For more information visit saccenter.org/careers. No phone calls please.

