



## **Grant Writer**

Full-time, non-exempt position with benefits  
Monday – Friday from 7am-3pm; \$27 per hour

**Mission Statement: in an environment of welcome, hospitality, safety and cleanliness we seek to provide an oasis for homeless men, women and children seeking survival services.**

The Grant Writer is part of the Development team and reports to the Development Director. The Grant Writer is responsible for writing grant proposals, reports, presentations and thank you letters to community foundations and other non-government funding sources that provide support for all Loaves & Fishes programs. Additionally, this position manages researching prospective grant funding, tracking responses and report deadlines. Strong attention to detail, organizational skills and project management skills are essential for this position. All grant proposals and related communications must represent and communicate the values and mission of Loaves & Fishes to donors and the public.

### **Responsibilities:**

- Maintain existing schedule of writing between 60-70 grant proposals a year that support several Loaves & Fishes programs with unique purposes
- Produce accurate and timely grant reports and thank you letters to funding sources
- Research prospective grants/grant-makers
- Manage an ongoing grant report tracking and grant activity system
- Create and manage a calendar according to known deadlines
- Follow up on grant proposals, reports, and other deliverables
- Establish and maintain good rapport with foundation staff and local funding sources
- Work with Loaves & Fishes staff to maintain knowledge of current program activity and resources
- Support the development program in prospective donor research and other outreach tasks as needed
- Other duties as assigned

### **Qualifications:**

- Must have a strong commitment to Loaves & Fishes mission & philosophy
- Bachelor's degree in related field and/or at least three years of experience in a related role
- Experience writing successful grant proposals of at least \$20,000 preferred
- Excellent written and oral communication skills
- Must be computer literate: MS Office, Google Suite, etc.
- Must have strong attention to detail, organizational and research skills as well as project management skills
- Desire/experience working at a non-profit as well as with people experiencing homelessness preferred
- Motivated learner; Professional, collaborative and organized

**Loaves & Fishes neither solicits nor accepts government funds.**

Please submit resume, cover letter and writing sample by email to [hr@sacloaves.org](mailto:hr@sacloaves.org) **no later than May 15, 2022.**