



Grant Writer

Full-time, Non-Exempt with Benefits
Monday – Friday, office hours 7 a.m. to 3 p.m.
Position open until filled

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.

Our 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. Your duties also include researching prospective grant funding, tracking responses, and report deadlines. You are part of the Development team and report to the Development Director. Strong attention to detail, organizational skills, and project management skills are essential for this position. All communications must represent and communicate the values and mission of Loaves & Fishes to donors and the public.

If you are passionate about the causes you believe in and want to make a difference, then look no further! This job will inspire you, challenge you, and make you proud of what you do!

Responsibilities:

- 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
- Maintain existing schedule of writing approximately 60-70 grant proposals a year that support several Loaves & Fishes programs with unique purposes
- 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 preferred, but not required
- 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.

Loaves and Fishes is an Equal Opportunity Employer, and we encourage applicants who reflect the diversity of California.

Please submit resume, cover letter and writing sample by email to tracyb@consulthrservices.com