



Grant Writer

Full-time, Exempt Position
Monday – Friday, office hours 7 a.m. to 3 p.m.
Salary Range: \$80,000 to \$85,000 annually
Eligible for full medical and dental benefits
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. The position duties also include researching prospective grant funding, tracking responses, and report deadlines. The Grant Writer is part of the Development team and reports to the Executive Director and/or 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. This is a fully on-campus position.

Position 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
- Attend monthly program director's meetings
- Maintain regular communication with Executive Director and Finance Director including high level grant reports for board meetings
- Other duties as assigned

Qualifications:

- Must have a strong commitment to Loaves & Fishes mission & philosophy
- Bachelor's degree in related field preferred but three plus years of experience in a related role will be considered in lieu of education
- At least two years of experience writing successful grant proposals preferred

- Excellent written and oral communication skills
- Must be computer literate: MS Office, Google Suite, databases, grant portals etc.
- Experience with grant research tools such as Instrumentl preferred
- 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

Physical Requirements:

- Intermittent sitting, standing, walking as well as going up and down stairs throughout the day

Sacramento Loaves & Fishes neither solicits nor accepts government funds.

Loaves & Fishes is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Please note: Sacramento Loaves & Fishes is using a recruiter service with Consult HR Services for this position.

Candidates may submit a resume, cover letter and writing sample by email to Janelle Arisch at janellea@consulthrsolutions.com