

JOB DESCRIPTION

POSITION: Junior Grant Writer

STATUS: Full-time, Non-Exempt

REPORTS TO: Development & Communications Manager

HOURLY: \$27.00 - \$31.00, depending on experience.

WORK SCHEDULE: This position is currently hybrid.

ORGANIZATIONAL BACKGROUND:

Proyecto Pastoral at Dolores Mission was founded in 1986 by community residents and the California Province of Jesuits. Proyecto Pastoral at Dolores Mission empowers the community of Boyle Heights through grassroots projects in education, leadership, and service. It has grown into a highly effective community-based nonprofit that focuses on building reciprocal relationships with residents so that they are empowered to create change in their own lives and in the life of the community.

Proyecto Pastoral reaches 6,000 Boyle Heights residents annually through the following initiatives: the Guadalupe Homeless Project providing emergency shelter and holistic supports for men and senior aged women; IMPACTO youth development program for K-12 youth; Early Childhood Education Centers preparing children 18 months to 5 years old for kindergarten; Comunidad en Movimiento community organizing and leadership development initiative; and the Promesa Boyle Heights collaborative building a cradle to college and career continuum of supports for students and families.

POSITION SUMMARY: Reporting to the Development & Communications Manager and working closely with Program Directors, the Junior Grant Writer is primarily responsible for grant writing and submission of proposals and reports, funder prospecting and outreach, and coordination with funders. This is best suited for an individual with a passion and flair for writing, and someone capable of managing multiple priorities. In addition to writing grants, the Junior Grant Writer will also write thank you letters, newsletters (print and online), annual reports and appeals. The Junior Grant Writer will support the development team's other fundraising activities as needed, including fundraising events and campaigns, and other administrative duties as assigned.

RESPONSIBILITIES

- Lead the writing, preparation, and submission of public, private foundation, and corporate proposals and reports, working closely with program staff to gather information and data
- Write compelling proposals and reports with strong narratives and engaging cases for support
- Coordinate with Program Directors and the Finance Department to ensure timely budgets and reports are produced for funders
- Research new foundation and government prospects as needed
- Write compelling newsletters (print and online), appeals, thank you letters and annual reports
- Cultivate prospects through outreach and strategic touch-points
- Calendar funder calls/meetings - attend and take notes as needed
- Coordinate any necessary funder follow-up
- Support grant tracking/calendaring and oversight
- Assist in other fundraising activities as requested, including fundraising events
- Provide administrative support and other duties as needed
- Represent Proyecto Pastoral at events/networking opportunities

General Proyecto Pastoral Employee Organizational Responsibilities

- Demonstrate enthusiasm for Proyecto Pastoral and a strong commitment to its mission, including its community building vision and founding Jesuit values
- Be an active team member supporting other staff members
- Participate in cultural community events and activities

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

- Bachelors Degree
- Minimum 2 years of nonprofit experience, preferably in fundraising/development (grant writing experience desirable)
- Proven talent for writing (assessment of writing skills may be conducted during interview stage) – ability to craft a compelling case for support
- A commitment, dedication and passion for social justice
- High attention to detail with ability to ‘follow through’ on tasks/goals
- Ability to multitask in a fast-paced environment
- Takes initiative to see a project through to completion
- Able to quickly establish positive relationships across multiple teams
- Self-motivated to work independently and deadline-driven
- Exceptional organizational skills to manage multiple priorities
- A flexible team player able to attend events during evenings and weekends on occasion
- Comfortable interacting with a wide variety of stakeholders ranging from foundation staff, individual donors, and Boyle Heights residents
- Bilingual candidates (Spanish/English) a plus

Note: An assessment of writing and editing skills may be conducted if called in for an interview.

Benefits include health, dental, vision, vacation, sick days, holidays, and 401k plan after first year of employment.

TO APPLY: Interested applicants should send a cover letter and resume to hr@proyectopastoral.org. Only emailed applications will be accepted, please indicate “Junior Grant Writer” in the subject of the email.

Proyecto Pastoral is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion or creed, gender, gender identity, sexual orientation, marital status, age, veteran status, disability or any other legally protected status recognized by federal, state or local law with respect to employment opportunities.