

MEND | Meet Each Need with Dignity

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www.MendPoverty.Org



MEND Job Description Full Time Position

Title: Grant Writer

FSLA Status: Non-Exempt

Reports To: Chief Development Officer

Job Summary: Responsible to deliver high-quality funding proposals and reports, grant writer supports the agency's mission of meeting the immediate needs of low-income families and individuals, and helping them thrive in the long-term. The position calls for a highly-motivated and excellent writer, with a proven history of results in soliciting funds for programs, operating, events and capital needs.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Conducts prospect research to identify grant opportunities that are a fit for MEND, its programs and strategic plan
- Writes and edits grant proposals to foundations and corporate funders
- Gathers, collates and ensures timely submission of grant proposals
- Completes and submits progress reports on a timely basis and in collaboration with respective program and senior staff
- Tracks guidelines to ensure that specific funding requirements are met as described in the grant proposal and as stipulated in grant agreements, and carried through to post funding progress reports;
- Carry out procedures designed to increase efficiency and quality of proposals, including innovative ways to streamline the grant production process
- Help maintain MEND's grant calendar

Qualifications: Candidates must demonstrate the following:

- Bachelors degree
- At least three years of grant writing experience with a track record of successfully obtaining corporate and foundation funding
- Experience and skill with writing and editing excellent and effective grant applications, with ability to develop and adapt grant proposals to specific funder requirements
- Ability to maintain and organize multiple grant projects and deadlines

- Demonstrate in-depth comprehension of MEND's mission, brand, programs and population served
- Ability to review and interpret proposals, reports, and other documents and formulate appropriate responses and resolve problems
- Effectively perform all aspects of grant development and submission, including tracking of information, soliciting and collecting support letters, and coordinating with internal staff to elicit necessary data
- Excellent skill in setting priorities to meet deadlines
- Ability to assemble and submit proposals using the format required by funder;
- Ability to handle sensitive materials and confidential information with discretion and tact
- Strong proficiency in operating a computer including Microsoft Office (Word, Excel, PowerPoint, and Outlook email;
- Familiarity with Raiser's Edge or other funder CRM
- Flexibility to respond effectively to changing priorities and fluctuating workloads

Time Commitment: Full-Time (35-40 hours)

Compensation: \$33 -\$40 /Hour DOE

All positions contingent on continued funding.

The above statements reflect the essential functions considered necessary to describe the principle content of the job. They are not intended to be a complete statement of all work requirements or duties that may be inherent in the job.

About MEND: With dignity and respect, MEND's mission is to meet immediate needs of individuals and families and increase their access to opportunities that strengthen their capacity to thrive. Our vision is that all individuals and families served by MEND will flourish for generations to come.

MEND has made and continues to make extraordinary contributions toward alleviating human suffering in Los Angeles' San Fernando Valley. It is one of the most comprehensive and empowering poverty relief agencies in Los Angeles County, serving an average of 30,000 individuals each month with a full range of basic needs services. MEND's exceptional management, emphasizing high quality and innovative service delivery, earned it the 2012 Governor's Volunteering and Service Award as the California Nonprofit of the Year. For 47 years MEND has opened its doors to the most needy by implementing programs that benefit working poor families and individuals by providing critical, essential services resulting in both short- and long-term outcomes and improved quality of life.

To apply please email resume along with cover letter to: jobs@mendpoverty.org. If cover letter is not submitted, candidates will not be considered. Resumes will be accepted until 10am on 1/24/2020.