

MEND | Meet Each Need with Dignity

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www.MendPoverty.Org



MEND Job Description Full Time Position

POSITION TITLE: Development Coordinator/Grant Writer

FLSA STATUS: Non-Exempt

REPORTS TO: Chief Development Officer

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

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;
- Carries out procedures designed to increase efficiency and quality of proposals, including innovative ways to streamline the grant production process
- Helps maintain MEND's grant calendar
- Works cohesively with MEND's development team to meet department goals.

Qualifications: Candidates must demonstrate the following:

- Bachelor's 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 put together 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)
- Familiarity with Salsa Engage or other fundraising CRM
- Flexibility to respond to changing priorities and fluctuating workloads.

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

All positions contingent on continued funding.

To apply, please submit cover letter **and** resume to jobs@mendpoverty.org Position open until filled.

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, benefiting about 300,000 people a year with a range of basic needs services and long-term one-to-one interventions. 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.