

POSITION DESCRIPTION



JOB TITLE: Grant Writer

REPORTS TO: Executive Director

COMPENSATION: \$60,000 – \$70,000. Full time salary, insurance, 5 PTO Days, 11 holidays, 2 weeks' winter break (2 holidays are included during the winter break), & 403(b) Retirement plan, Dental, Vision, and Health insurance

EMPLOYEE STATUS: Exempt

Application Deadline: Please send a cover letter and resume to hr@mixteco.org. Position open until filled.

About the position:

One of the most crucial jobs for a Non-Profit agency is that of the Grant Writer. The function of a Grant Writer is to gather documentation and fulfill the necessary requirements of various funding bodies to formally seek funding on behalf of their agency. For many non-profits grants from various foundations and other funding organizations are their life's blood and primary funding mechanism. While individual donors at times can make substantial contributions to a non-profit's working capital, it is the work of the Grant Writer that provides the largest most consistent blocks of funding for the non-profit. Different foundations and other funding organizations may have vastly different requirements to formally apply for a grant. A Grant Writer must be an excellent researcher who not only finds the funding organization whose grants match with their non-profit, but also must be an astute writer who knows how to properly appeal to the funding organizations board.

Organization Summary: Founded in 2001, Mixteco/Indígena Community Organizing Project (MICOP) supports, organizes and empowers the indigenous migrant communities of California's Central Coast through improved access to health and community resources, community organizing, language interpretation, education, direct assistance, cultural promotion, and our indigenous-led Radio Indígena community radio station. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission. This position will be based in Oxnard, CA.

Position Summary:

This position is part of a two-person team responsible for the full range of fund development activities for the organization. The Grant Writer activities include grant writing and reporting with public agencies, private foundations and corporations. Specifically, this staff is responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects. Additionally, the Grant Writer is in charge of grant research opportunities. If applicable, there will be some involvement in a capital campaign effort.

Key Duties and Responsibilities:

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Work with finance department to gather information necessary to report to corporate/foundation funders on current grant programs.
- Comply with all grant reporting as required by foundation/corporate donors.
- Provide regular written updates (newsletters, etc.) to corporate and foundation donors.
- Understanding of institutional history and programs.
- Make appointments for Executive Director with foundation officers and other prospects, arrange for onsite tours for supporters (foundation officers, foundation trustees).
- Maintain current records in database and in paper files, including grant tracking and reporting.
- Track statistics relevant to development and provide department with written materials necessary for donor stewardship (visitor number and diversity, educational program attendance, etc.).

- Assist with other fundraising projects as requested
- Carries out any additional assignments required to fulfill the mission of MICOP

Qualifications and Experience

- Strong & excellent written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong contributor in team environments.
- Ability to understand the needs of both the agency in need of funding and the organization that is offering the grant money.
- Great organizational skills.
- Being able to understand and execute complex instructions.
- Outstanding computer skills.

Qualifications:

- Minimum of two years' experience with grant writing.
- Previous experience with non-profit fundraising.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Able to monitor and meet income goals.
- There are many routes to becoming a Grant Writer. The most important talent of any Grant Writer is excellent writing skills. The majority of Grant Writers have a Bachelor's degree in English, Journalism, Communications or Marketing. Grant writing is one career where a more advanced degree may not be required, but will certainly be seen as preferable to candidates who hold a Bachelor's degree.

We know there are great candidates who may not fit into what we've described above or who have important skills we haven't thought of. If that's you, don't hesitate to apply and tell us about yourself. We are dedicated to improving our organization. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages. And we are taking steps to meet that commitment. We especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people etc. MICOP is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.