



Mixteco Indígena Community Organizing Project Job Description

JOB TITLE: Grant Writer

REPORTS TO: Executive Director

SALARY AND BENEFITS: The range for this position is from \$60,000 – \$70,000, Depending on Experience. This position is Full-time, PTO (40 hours, 1st year), 11 holidays, two weeks winter break (2 of the 11 holidays are included during this period), Medical, Dental, Vision Insurance & 403(b) Retirement plan.

LOCATION: In-person: Oxnard MICOP office

EMPLOYEE STATUS: Exempt

APPLICATION DEADLINE: Open until filled

TO APPLY: Please send a cover letter and resume to hr@mixteco.org

ORGANIZATION SUMMARY:

Founded in 2001, the 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.

POSITION SUMMARY:

One of the most critically important positions in a non-profit agency is the Grant Writer.

The most common funding for non-profits are foundation grants and funding from charitable organizations. While individual donors can make substantial contributions to an organization's working capital, it is the work of the Grant Writer that provides the largest, most consistent, and dependable block of funding for the non-profit.

The function of the Grant Writer is to gather documentation and fulfill the requirements of funding bodies to seek funding on behalf of the agency formally. Because foundations and funding organizations may have different requirements to apply and qualify for a grant, the grant writer must possess excellent research skills and be able to not only identify the funding organization whose grants match with the nonprofit's mission, but must be an astute writer who knows how to appeal to the board of the funding organization.

This position is part of a two-person team responsible for fund development activities for MICOP. The Grant Writer's activities include and are not limited to working with program staff to develop grant proposals, write grant proposals, and participate and/or lead report preparation for public agencies, private foundations, and corporations. Proposals are for both unrestricted operating revenue and restricted projects. Additionally, the Grant Writer is responsible for identifying grant research opportunities. If applicable, there will be some involvement in a capital campaign effort.

RESPONSIBILITIES:

- Conduct the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
- Research foundations and corporations to evaluate prospects for corporate and foundation grants.
- Work with the finance department and gather information necessary to prepare reports to corporate/foundation funders on current grant programs.
- Comply with all grant reporting requirements to foundation/corporate donors.
- Provide regular written updates (newsletters, etc.) to corporate and foundation donors.
- Make appointments for the Executive Director with foundation officers and other prospects.
- Coordinate on-site tours for supporters (foundation officers, foundation trustees).
- Maintained current records in the database and paper files, including grant tracking and reporting.
- Track statistics relevant to the development and provide the department with written materials necessary for donor stewardship (visitor number and diversity, educational program attendance, etc.).
- Assist with other fundraising projects as requested
- Additional duties as assigned and required to fulfill MICOP mission.

REQUIRED SKILLS AND QUALIFICATIONS:

- Minimum 2 years of grant writing experience.
- Understand institutional history and programs.
- Experience writing grant proposals and working with institutional donors.
- Knowledge of fundraising information sources and basic fundraising techniques and strategies.
- Possess working knowledge of techniques needed for fundraising prospect research.
- Previous experience with non-profit fundraising.
- Ability to understand the needs of both the agency needing funding and the organization offering the grant money.
- Ability to understand and execute complex instructions
- Able to monitor and meet income goals.
- Ability to communicate confidently with key stakeholders and decision-makers.
- Possess excellent written communication skills to write clear, structured, articulate, and persuasive proposals.
- Able to work independently and collaboratively with program staff, managers, and funders to design new programs and develop strategies for securing grants.
- Attention to detail and competent organizational skills.
- Ability to work well in a team environment.
- Advanced knowledge of MS Office.
- Ability to successfully manage multiple deadlines and tasks.

There are many routes to becoming a Grant Writer. The most important talent of any Grant Writer is excellent writing skills. Most 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 some great candidates 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 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.