



JOB ANNOUNCEMENT

GRANT WRITER

Bresee's mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships to thrive. We serve a densely populated mostly immigrant Los Angeles neighborhood where youth and their families face multiple systemic and individual barriers to achieving success. Bresee strives to create an exciting, challenging, and rewarding work environment that allows our employees to flourish. We value integrity, community, resilience, life-long learning, and compassion.

SUMMARY: Under the direction of the Director of Development, the Grant Writer will be responsible for researching, developing, and writing inquiries, letters, and proposals requesting funds to support Bresee, along with creating data supported reports. The Grant Writer will also be responsible for tracking and monitoring proposals, their deadlines, and requirements. This position includes maintaining accurate hard copy and computer database records of documents, emails/phone calls, and prospects. And providing assistance to the Grants Management Specialist in the creation of grant summaries. The Grant Writer must prove writing proficiency, and possess the ability to be: highly organized, a team player, and detail oriented.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:

- In-depth knowledge of the organization's mission, strategic plan, departments, and programs.
- Research, develop, and write accurate, and interesting inquiries, letters of intent, proposals, and reports to foundation and corporate funders, and other fundraising documents. Grants will vary from foundation, corporate, and government.
- Create grant summaries as needed to inform program teams of grant deliverables.
- Meet with program staff to determine funding needs and program planning.
- Research, identify, and prospect potential funders to support programs.
- Coordinate the efforts of key Bresee staff members to ensure that documents are completed by the specified deadlines.
- Ensure that all submissions and correspondence with foundation and corporate staff is completed by the stated deadline.
- Responsible for a monthly self-maintained organization system for task, grant, renewal, and report deadlines.
- Support and update a well-organized electronic grant records and paper files system.
- Maintain proficient knowledge of the organization's history and programs.

Additional duties

- Attend and serve as staff support for fundraising events.
- Contribute ideas and participate in the planning of department-wide projects, and team collaborations.

- Assist in other fundraising and community engagement activities, such as presentations, community events, etc.
- Other duties as assigned.

EDUCATION/EXPERIENCE/QUALIFICATIONS:

- Bachelor's degree from an accredited college or university required. Majors in English, Communications, Marketing, or Journalism are highly preferred. A master's degree is a plus.
- Professional with minimum 2 years of nonprofit experience, preferred.
- Passion for, and knowledge of, youth development, issues related to social justice, and economic/educational equality.
- Strong organizational, interpersonal, computer, and research skills.
- Ability to write accurate, compelling narrative that uses grammar and spelling correctly.
- Ability to multitask, perform under deadlines, and changing schedules.
- Proficient knowledge of Microsoft Word, Excel, and PowerPoint.
- Experience working with, or ability to learn, Sync, Google Suite, and Bloomerang.
- Flexibility, drive, positive attitude, and a "roll-up-your-sleeves" approach.
- Excellent oral and written communication skills.
- Strong people skills
- Ability to develop respectful, trust-building, and strong collaborative working relationships with staff, and all stakeholders.
- Excellent organizational skills and ability to meet deadlines.
- Must be able to handle confidential information with the utmost integrity.
- Demonstrated sensitivity to multicultural issues, and be comfortable working in a multicultural, urban environment.
- Must support Bresee's procedures and policies.
- Must submit to and successfully pass a criminal history background check.
- Must understand, support, and be able to articulate Bresee's *Vision, Mission, and Values Statement*, as well as program specific information.

FLSA STATUS: Non-Exempt. Regular. Full-time. Occasional weekend and evening hours will be necessary.

COMPENSATION: \$60,000-65,000/annually.

WORKING LOCATION: Hybrid.

BENEFITS: Benefits include 100% employer-paid medical and dental coverage; vacation, holiday, and sick pay; group life insurance and 401k type pension plan with potential employer match. Bresee provides generous PTO days that include paid holidays, one-week Christmas holidays, vacation, sick pay, paid birthday holidays, and much more.

TO APPLY: Submit a cover letter, resume, and writing sample (not to exceed 1 page) to jobs@bresee.org with the Subject Line: Grant Writer.

DACA, women, BIPOC, LGBTQIA+ people are encouraged to apply.

Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.