

JOB ANNOUNCEMENT

Date: November 15, 2021

Location: Los Angeles

Position: Grant Writer

Walden Family Services is an anti-racist organization, a Human Rights Campaign organization and supports the LGBTGI+. We are welcoming and affirming to all.

Organization:

Walden Family Services is a private, nonprofit Foster and Adoption agency serving Los Angeles, San Diego, Riverside, San Bernardino, Orange and surrounding counties. Walden is a recognized leader in providing treatment-level foster care to children in need, specifically, children who are mentally and physically handicapped, developmentally delayed, autistic, and medically fragile as well as children who have been removed from their homes as a result of abuse, negligence or abandonment.

Job Description:

The Grant Writer reports to the CEO with the secondary supervisor as the Director of Philanthropy. The Grant Writer develops and writes grant proposals to individuals, foundations, and corporations that successfully meet or exceed the fundraising goals and objectives of Walden Family Services.

Primary Duties and Responsibilities include:

- Identify, research, cultivate and solicit grant opportunities under the direction of the CEO/Director of Philanthropy
- Develop and write compelling and effective grant proposals to support Walden's \$750K annual goal for Riverside, San Bernardino, San Diego and LA Districts, including unrestricted operating revenue and restricted program funds for identified organizational priorities
- Track proposals and submit timely and accurate reports for all grant-funded projects
- Manage resource library of potential donors
- Write stewardship reports for donors
- Assist accounting department in the development of budgets for proposals
- Assist Development team in creating compelling messaging for use across all platforms
- Develop and nurture relationships with foundations, corporations, and government entities
- Utilize grant/donor tracking system GrantHub and/or preferred software
- Attend funding opportunity meetings, RFP conferences, community collaboration meetings, and board/advisory meetings in Riverside, San Bernardino and Los Angeles

- Work with Board, Advisory members, and other stake holders to identify potential funders
- Regular meetings with leadership: consider including regular meetings to identify shifting funding priorities, assess grant performance, identify needs for modifications, etc.
- Regular meetings with Development Team: working together to craft messaging, needs to be consistent across platforms, can better coordinate efforts based on relationships of each team member, harness the templates created/ revised with new candidate, etc.
- Participate in organization's key external functions: GuideStar, Charity Navigator, Audit Notes, etc.
- Assist in follow up with potential donors
- Plan and implement annual funder forums
- Other duties may be assigned
- The position is primarily remote; however, office visits and travel are required

Qualifications

- Must have a Bachelor's degree, Master's degree preferred
- Minimum 5 years demonstrated success in areas of research and writing of proposals to foundations, corporations, and government entities, with ability to leverage all contracts and grant awards
- Strong research, analytical, planning and organizational skills
- Excellent verbal, written, editing, prospect research and computer skills, including database management
- Valid California's driver's license
- Fingerprint clearance from the Department of Justice, and a Child Abuse Index clearance
- Must meet all requirements set by Community Care Licensing pertaining to the hiring of employees by a licensed community care facility

Employee Status: Full Time Exempt

Salary Range: Commensurate with Education and Experience (\$70,000 - \$80,000)

Closing Date: Until Filled

Benefits: Walden offers the following benefits: medical, dental, vision, life & AD&D, LTD insurance, flexible spending, supplemental life, EAP, health advocate, AFLAC and 401k. Walden also offers 17 paid holidays as well as sick and vacation time.

Send resume to: Kirsty Burkhardt, email: kburkhart@waldenfamily.org

Walden has a COVID-19 vaccination requirement, requests for accommodation may be considered.