|  |  |
| --- | --- |
|  | HR & Staffing Manual Section APPROVED: 3/13/15 REVISED: 11/04/2020 |

JOB POSTING

TITLE: GRANT WRITER

REPORTS TO: CHIEF EXECUTIVE OFFICER

STATUS: EXEMPT/FULL TIME

LOCATION: OAKLAND, CA (POSITION WILL BE TEMPORARILY FULLY REMOTE DUE TO COVID-19)

**OUR MISSION & VISION**

The Brighter Beginnings mission to “*support healthy births and successful development of children by partnering with parents and helping to build strong communities*“, gains its strength and aspiration from our core belief and vision that, *Every family matters, and every child deserves a happy, healthy future.”*

**OUR HISTORY**

Brighter Beginnings is a 501c3 nonprofit organization and has been responding to the needs of families in low-income neighborhoods since 1984 when our work began in response to the alarming differences in mortality and illness rates among African American babies compared to other children.

Brighter Beginnings has grown into a respected and well-connected organization with locations in Oakland, Richmond, Bay Point, and Antioch. We have a multi-cultural, bi-lingual staff of passionate and committed family-service professionals; in fact, many of our staff came to this work because of challenges they faced in their own families.

**POSITION SUMMARY**

Under the supervision of the CEO, the Grant-writer will plan, develop and implement activities that garner resources through bid responses to government RFPs and grant applications to corporations and foundations; develop liaisons with funders, provide increased public relations for Brighter Beginnings, oversee the firm's website, press relations and marketing efforts; charged with fully responding to grants and bids.

**QUALIFICATIONS:**

JOB QUALIFICATIONS AND EXPERIENCE

1. Master's degree (M. A.) or equivalent in Education, Social Work, Marketing, or related field; or four to ten years related experience; or equivalent combination of education and experience.
2. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to write grants and proposals in accordance with funders requirements and program objectives with a clear logical presentation. Respond to common inquiries from clients, regulatory agencies, or members of the business community. Ability to write curricula and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
3. Ability to work with mathematical concepts such as proposed budgets and probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
4. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**RESPONSIBILITIES:**

1. Research, Identify, assess and recommend action for federal, state, county and city RFPs that are applicable to Brighter Beginnings’ mission, programs and services; project manage and contribute to the response to selected RFPs, including completion of forms, narratives, budgets and the assembly, packaging and delivery of the bid response package.
2. Research, assess and recommend action for corporate and foundation grants that are applicable to Brighter Beginnings mission, programs and services; project manage and contribute to the development of grant applications, including completion of forms, narratives, budgets and the assembly, packaging and delivery of the bid response package.
3. Take charge in the development of special projects, developing and securing multi-year corporate and foundation support.
4. Develop funding strategies, serving as a resource developer for senior Brighter Beginnings managers who seek to enhance their divisional and departmental client services through grants and donations.
5. Develop and submit program funding renewal applications for currently funded programs, as directed.
6. Review and edit, as necessary, program reports prepared by program team and financial reports prepared by fiscal team.
7. Maintain resource development data bases and project management reports.
8. Work with Executive Team in the preparation of contract summaries for program staff, including identification of required outputs and outcomes, milestones and benchmarks, schedule for reports and renewal, and actual-to planned performance.
9. Develop and maintain Brighter Beginnings marketing materials, including, but not limited to, corporate website(s), annual reports and informational brochures.
10. Oversee Brighter Beginnings community and press relations.
11. Recruit, hire, manage and terminate development staff and contractors.
12. Comply with the Brighter Beginnings policy requirement to submit proof of valid CDL, maintain good driving record, and submit proof of auto insurance for current period of coverage.
13. Must obey all federal, state, and local laws and Brighter Beginnings Policies and Procedures.
14. Perform all other duties as assigned

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

**SPECIAL ADA REQUIREMENTS**

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.

1. For the purposes of ADA, the “Responsibilities” and “Qualifications” are essential job functions.
2. Work is normally performed in a typical interior/office work environment, with typical office noise and other disruption.
3. Limited physical effort is required.
4. Both standing and sitting are required, with most of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.
5. Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
6. Required to drive to other work sites for meetings, conferences, etc.

**BENEFITS**

Competitive wages, friendly environment, two weeks of vacation (increase after 2 years of employment), 12 paid holidays; sick leave; employer paid health, dental, vision, life and disability insurance; optional employee paid dependent health coverage available, 403b retirement account, FSA, Transit Benefit and EAP. Employees working full-time will receive these benefits.

**APPLY**

Apply through emailing jobs@brighter-beginnings.org. For more information about Brighter Beginnings, please visit our website at [www.brighter-beginnings.org.](http://www.brighter-beginnings.org/)