



# POSITION DESCRIPTION

Position Title:	<b>Grant Writer</b>
Candidate:	
Department:	Development and Communications
Supervisor:	Institutional Giving Manager
FLSA:	Full Time/Non-exempt/Hourly
Salary Range:	\$35.00 per hour
Effective Date:	

Since 1974, Samaritan House has grown to become San Mateo County's leading non-profit that brings a new level of hope, dignity, and empowerment to people living in poverty as they fulfill immediate needs and guide people to self-reliance. Recognized as a role model in the community, Samaritan House is the largest food distribution agency in the county. Its other free services include shelter and housing assistance; medical and dental clinics; clothes for children; personalized case management and much more. We do this with the help of an excellent team of dedicated staff and volunteers. People who come to Samaritan house are welcomed with a smile by friendly, helpful staff, which quickly builds trust and breaks down the stigma associated with being in need. They also discover that Samaritan House takes a holistic approach to poverty that goes beyond food, shelter and clothing. Serving a client is not a single transaction but the start of an on-going relationship to move individuals and families towards self-reliance. At Samaritan House, we strive for excellence and leverage community resources to find and implement creative solutions for our community's needs.

We believe in providing our team with supportive work environments and opportunities for development. We offer excellent opportunities for individuals with proven strong, creative, results-driven leadership skills and excellent work ethics. We welcome candidates who love working with people of diverse backgrounds who seek to make a difference by helping us create a caring compassionate community helping our neighbors in need.

Under the supervision of the Agency's Grant Manager, the Grant Writer is responsible for supporting the Grants Manager in securing and managing a \$6M+ grants program (government, foundation, corporation) of the agency, including: research, writing proposals, reporting, funder communications, maintaining grant records and managing the grants calendar.

## CANDIDATE QUALIFICATIONS

**Preferred job requirements and qualifications for the position are as follows:**

**Education and Licenses-** Bachelor's degree or advanced degree(s) preferred.

**Experience-**

- Minimum of four years of foundation and government grant-writing experience required.
- Must have good knowledge and familiarity with local and regional foundations, corporations and government entities is required

**Knowledge, Skills and Abilities-**

- Strong computer proficiency is required including but not limited to Microsoft Word, Excel, PowerPoint, Adobe Acrobat Pro, Outlook, electronic file management and various email applications. Knowledge of fundraising software desirable.
- Strong interpersonal, relationship building and leadership skills required. Ability to create and maintain excellent relationships with all constituents of various backgrounds, skills and personalities; excellent customer service.
- Candidate must have excellent communication skills with constituents with diverse experiences including staff, volunteers, etc. Must possess strong business acumen and must be articulate.
- Must demonstrate the ability to have professional boundaries in working with all constituents.
- Strong problem-solving skills required; Ability to identify and resolve issues proactively. Must be resilient, solution-focused and structured in achieving objectives with all as well as able to positively manage, motivate and organize self and others to complete work.
- Ability to work in a fast paced work environment and successfully maintain grace and professionalism under pressure. Ability to work independently and within teams, strong initiative.
- Ability to exercise appropriate timely judgment, discretion and decision making at all times. Maintain confidentiality in all aspects of the work environment; ability to explain reasoning and conduct business within agency values and professionalism; Established ability to exercise all business with high integrity and ethics.
- Excellent organizational, multi-tasking and prioritization skills required. Excellent ability to be highly accurate and have strong attention to detail. Ability to accommodate unexpected work or deadlines with grace.
- Ability to adapt to changes swiftly and successfully and respond to delays or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method as needed.
- Ability to occasionally work a flexible schedule based on program needs, including evenings, weekends and holidays if needed.

- Candidate must be able to travel between the Agency's various sites; valid driver's license, good driving record and a registered and insured vehicle required.

## PHYSICAL REQUIREMENTS AND BACKGROUND CHECK

Incumbent must have the physical, visual and auditory ability to perform the essential functions of the job and respond to emergencies with or without reasonable accommodations. Candidates must be able to provide information for and engage the Agency's Back Ground Check Process. Reference checks are performed prior to commencement of employment.

Activities may include but not limited to repetitive hand/arm motion, extended periods of standing, sitting, occasional travel, occasional bending, pulling, pushing, reaching, lifting and carrying up to 20 pounds, walking. Incumbent must be able to work in a high stress and fast paced work environment. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Protocol for safety and security is a priority. This position does not require use of an electronic mobile device, remote connection or offsite work to perform the essential functions of the job. During the pandemic, the development team is working remote until otherwise notified. This position will require tech set up and is eligible for the remote stipend while working remote.

## ESSENTIAL FUNCTIONS OF THE POSITION

- Research and write grant proposals and letters of inquiry for new and existing agency programs and general operations.
- Maintain grant writing calendar for new and recurring proposals, letters of inquiry, reports, and other related deadlines.
- Communicate and coordinate upcoming deadlines with appropriate staff as needed.
- Maintain all grant records, communications, documentation and reports in LiveImpact and the shared Grants folder as appropriate.
- Coordinate funder requests for site visits with appropriate staff, Board members and/or volunteers. Prepare and brief all participants with appropriate information needed for a successful visit.
- Research potential funders. Coordinate and participate in grant writing and budget proposals for foundations, corporations and government funders.
- Support the Development and Communications Department team as needed (e.g., evaluating and editing agency publications and grant related public relations). Assist Development department with administrative or event duties as needed.
- Attend bidders' conferences as needed to stay current with funders' priorities and as required to ensure eligibility for application to funders.
- Coordinate with PR and Communications Specialist regarding funders' requirements, specifications and contact information concerning appropriate execution funder recognition and press release distributions.
- Assist with the coordination of Board supported activities and administration as needed.
- Assist other agency activities and special events as needed.
- Attend all assigned meetings and trainings as needed and positively represent Samaritan House in all internal and external venues. Ensure staff does the same.
- Represent Samaritan House both internal and external to the agency as needed in a positive manner.
- Ensure safe work environments for all and complete all incident reports within 24 hours or immediately.
- All other duties as assigned.

## EMPLOYMENT TERMS AND BENEFITS

This position is regular full time, hourly, non-exempt; Work hours for this position are generally Mon-Fri 9:00 am to 5:30pm and as needed will include weekday evenings, weekend days/ evenings, and Holidays as required.

Benefits include Medical, Dental, Life/AD&D/LTD; Voluntary Benefits include Retirement Match, Vision, and AFLAC salary protection programs. Paid Time Off Benefits Includes: nine paid holidays per year; and a 1<sup>st</sup> year PTO allowance of 22 days.

## HOW TO APPLY

Samaritan House is an equal opportunity employer. Interested candidates will be required to submit a cover letter and resume to:

Samaritan House  
 Director of Human Resources  
 4031 Pacific Blvd. San Mateo, CA 94403  
 hr@samaritanhousesanmateo.org  
 FAX: (650) 294-4336

No phone calls, please! Because of the volume of applications Samaritan House receives, we regret we are not able to respond to every applicant individually. If your skills and experience are a good match for this position, we will contact you for an interview.

## ACKNOWLEDGMENT

*Please sign below in acknowledgment that you have received and understand the description of your job as Grant Writer.*

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Director of Human Resources Signature      DATE

\_\_\_\_\_  
Supervisor Signature                      Date