



POSITION DESCRIPTION

Position Title: **Grant Writer**
Candidate: TBD
Department: Advancement
Supervisor: Director of Institutional Partnership
FLSA: Full-Time/Hourly/Non-Exempt
Salary Range: \$76k
Effective Date: ASAP

OUR IMPACT

For over 50 years, Samaritan House has been leading the fight against poverty in San Mateo County. We're the only organization that delivers the full breadth of essential services and personalized support to the working poor. By ensuring our clients are fed, clothed, healthy, and housed, we help them create their own stability and remain an active, successful part of our community. After all, an enduring community is only possible when every person has the resources they need to live.

OUR CULTURE

We're passionate about providing our employees with a supportive work environment and experiences that help them grow. We offer excellent opportunities for individuals with proven strong, creative, results-driven leadership skills and stellar work ethics. We welcome candidates who love working with people of diverse backgrounds and want to make a difference by fostering community care for our neighbors in need.

YOUR IMPACT

Under the supervision of the Agency's Director of Institutional Partnerships, the Grant Writer is responsible for supporting the Director of Institutional Partnerships in securing and managing an \$18M+ grants portfolio (government, foundation, corporate) of the agency, including: research/prospecting, writing proposals, reporting, cultivation and solicitation, as well as maintaining grant records and the grants calendar.

JOB QUALIFICATIONS

Please note our preferred and in some cases required qualifications for this position:

EDUCATION:

- Bachelor's degree or advanced degree(s) preferred.

EXPERIENCE:

- Minimum of four years of foundation and government grant-writing experience required.
- Strong knowledge and familiarity with local and regional foundations, corporations and government entities is required.
- Expertise with grant proposal development, writing, and reporting; research and prospecting; cultivation and solicitation, and project management.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong computer proficiency is required including but not limited to Microsoft Word, Excel, Teams/OneDrive, 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 written skills and the ability to effectively communicate with constituents with diverse experiences, including external partners, executive and 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.
- Demonstrated ability to work in a fast-paced, multi-faceted work environment and successfully maintain grace and professionalism under pressure. Ability to work independently and collaboratively 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. Highly accurate with strong attention to detail. Ability to accommodate unexpected work or deadlines with grace.
- Ability to adapt to changes swiftly and successfully, as well as 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.

ESSENTIAL FUNCTIONS OF THE JOB

1. Grant proposal/LOI development, writing, and reporting for new and existing agency programs and general operations within assigned deadlines. Research and prospecting; cultivation and solicitation; project management.
2. Support grants calendar for new and recurring proposals, letters of inquiry, reports, and other related deadlines.
3. Communicate and coordinate upcoming deadlines with appropriate staff. Communicate issues immediately. Maintain grant records, communications, documentation and reports in GrantHub, LiveImpact/Salesforce, and the shared Grants folder, as appropriate.
4. Coordinate funder requests for site visits with appropriate staff, Board members and/or volunteers. Prepare and brief participants with appropriate information needed for a successful visit.
5. Research potential funders. Coordinate and participate in grant writing and budget proposals for foundations, corporations and government funders.
6. Support the Advancement Department team as needed (e.g., evaluating and editing agency publications and grant related public relations). Assist Advancement department with administrative or event duties, as needed.
7. Attend RFP bidders' conferences as needed to stay current with funders' priorities and as required to ensure application eligibility.
8. Coordinate with PR and Communications Specialist regarding funders' requirements, specifications and contact information concerning appropriate execution of funder recognition and press release distributions.
9. Assist with the coordination of Board supported activities and administration, as needed.
10. Assist other agency activities and special events, as needed.

11. Attend all assigned meetings and trainings, timely, as needed and positively represent Samaritan House in all internal and external venues.
12. Represent Samaritan House both internal and external to the agency as needed in a positive manner.
13. Perform all work within agency policies, procedures, practices.
14. Ensure safe work environments for all and complete all incident reports within 24 hours or immediately.
15. All other duties as assigned.

HOW TO APPLY

Interested candidates for this position will be required to submit a cover letter and resume to:

SAMARITAN HOUSE HR Specialist/Recruiter

4031 Pacific Blvd. San Mateo, CA 94403

E-mail: jobs@samaritanhousesanmateo.org Via facsimile: (650) 294-4336

No phone calls, please! Samaritan House is an equal opportunity employer. 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 job description of Grant Writer.

Employee Signature

Date

Supervisor Signature

Date

Vice President of Human Resources

Date