



Grant Writer (Non-Profit CDFI) San Francisco / Oakland March 2022

WHO WE ARE

Communities on the margins of opportunity deserve a trusted partner on their journey towards financial growth and stability. As a locally invested, collaborative partner in social justice and financial equity, Community Vision provides nonprofits, small businesses, and social enterprises with strategic investment and guidance, to deepen work, scale impact, and strengthen our communities.

We know that supporting community-owned and community-governed projects creates shared prosperity and builds collective, and self-directed, economic and political power. This position will put you at the forefront of exciting organizational growth and the re-envisioning of how we carry out our work; creating greater efficiency internally and deeper impact externally.

Community Vision is dedicated to anti-racist practices and to building an anti-racist organization. This includes treating colleagues with respect, supporting the vision of the organization, and acting as ambassadors of [our values](#).

THE OPPORTUNITY

The **Grant Writer** is responsible for researching funding opportunities, preparing and submitting proposals, and tracking their progress from start to completion.

The Grant Writer will write coherent, organized, and compelling proposals. They will apply their knowledge of fundraising methods and plans to reach income goals. You will collaborate with team members at Community Vision to assist with their fundraising projects and develop relationships with key stakeholders.

To ensure that you are successful, you need to write well, have proficient knowledge of fundraising methods, and be committed to Community Vision's mission.

The ideal candidate will have the experience and initiative to project manage all aspects of the proposal/report writing process, play an instrumental role in helping grow the organization's funding portfolio and write high-quality, well positioned funding proposals. This position will strengthen and increase capacity within the organization to seek sponsored funding opportunities.

WHAT YOU WILL DO

- Write high-quality grant proposal narratives, applications and supporting documents.
- Actively engage in ongoing prospect research to identify viable funding opportunities
- Develop and maintain a calendar based on grant priorities and timing.
- Schedule grant proposals according to process and ensure all internal approvals are obtained prior to submission. Ensure all deadlines are met with adequate time for interdepartmental collaboration and thorough review.
- Possess knowledge of procedures governing state, federal, and private grant proposal submissions, funder selection criteria and post-award funder expectations.
- Work with departments to compile accurate financial and performance data in a timely manner.
- Provide comprehensive reports on potential grant funding opportunities.
- Maintain paper and electronic files containing information regarding funding progress.
- Display adherence to Community Vision's mission.
- Maintain proficient knowledge of the organization's history and programs.
- Collaborate with President and VP of External Relations to send funders newsletter, and to promote Community Vision's work.
- Collaborate with VP of External Relations and Development Manager to compile annual reporting.
- Assist with the implementation of the External Relations Department strategy.

WHO WE ARE LOOKING FOR

Ideal qualifications

- Bachelor's degree preferred but not required.
- 5 + years experience in research and grant writing preferred; non profit experience a plus.
- High proficiency in Microsoft Office Suite and database programs.
- Must be accurate and detail oriented, possess strong organizational and time management skills and the ability to prioritize complex projects.
- Ability to work independently as well as collaboratively in a team environment.
- Excellent oral and written communication skills.
- Proven track record of successful proposals funded.
- Ability to understand the funding needs of both Community Vision and the organization that is offering the grant money.
- Knowledge of current trends in donating.

MORE ABOUT THE POSITION

The **Grant Writer** is a full-time exempt position. This position reports to the Development Manager. The salary for this position is between **\$70,000 - \$87,500** annually, depending on experience. Benefits include: 100% health insurance premium coverage for employees and a contribution towards dependent coverage, dental insurance, long-term disability and life insurance, transportation and cell phone subsidies, employer contributions towards retirement

savings, three weeks' vacation, and a commitment to work/life balance. Occasional evenings and out of area travel may be necessary. The position involves regular computer and telephone use plus some minimal lifting. The position can be based at either of Community Vision's offices in San Francisco or Oakland. All staff are working remotely until further notice.

TO APPLY

Send resume and cover letter via email to theo@thenorfirm.com. Subject line should read: **Grant Writer**. Cover letters should discuss your interest in the position and in working at Community Vision. For full consideration please submit by April 15, 2022. Position will remain open until filled.

For more information on our programs and services, please visit our website at: communityvisionca.org.

Community Vision is an equal opportunity employer and is committed to providing applicants and employees with a diverse, equitable and inclusive environment free of discrimination and harassment. All employment decisions at Community Vision are based on business needs, job requirements and individual qualifications, without regard to age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, or any other status protected by the laws or regulations where we operate. Community Vision will not tolerate discrimination or harassment based on any of these characteristics and encourages applicants with these characteristics to apply.