



POSITION ANNOUNCEMENT

PART-TIME GRANT WRITER **Building Skills Partnership** **Oakland or San Jose, CA**

The Grant Writer will work with the Northern California Regional Coordinator and Development Manager to implement Building Skills Partnership's (BSP) fundraising strategy statewide. BSP's annual operating budget exceeds \$1.7 million; approximately 30% of the budget is both restricted and unrestricted grants. The Grant Writer's primary responsibility will be to assist in meeting fundraising goals (doubling income and diversifying supporters).

The job includes assisting with a diverse portfolio of fundraising efforts that includes foundation, corporate and individual giving. This is a part-time position averaging 10-15 hours per week. We are looking for a team player with significant development and grant writing experience. The Grant Writer is primarily responsible for developing and writing grant proposals to foundations and other grant-making organizations, and will persuasively communicate BSP's mission and programs to potential funders. Reporting to the Development Manager and working closely with the rest of BSP's Leadership Team, the Grant Writer will assemble and submit grant requests, conduct prospect research, and maintain a calendar of submissions and other deadlines. This position is based in the San Francisco Bay Area (either Oakland or San Jose), with the option of working remotely on a regular basis if desired.

Primary Responsibilities:

- Assists BSP's Northern California Regional Coordinator and Development Manager in developing and implementing a comprehensive and diversified fundraising strategy within strategic plan.
- Assists in identifying new potential funders.
- Develop and write grant proposals to foundations and other grant-making organizations, persuasively communicate BSP's mission and programs to potential funders;
- Develops and submits grant proposals in collaboration with Northern California Regional Coordinator and Development Manager.
- Maintain a calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports.
- On occasion may assist with implementation of communication program (draft press releases, collecting stories, editing marketing materials etc.)

Required Qualifications:

- A Bachelor's degree.
- Experience in crafting funding proposals in a clear and compelling manner.
- Excellent writing, analytical, and research skills.
- Candidates must be self-motivated, detail-oriented, and highly-organized, and have experience using online databases and other sources to locate biographical, financial, and philanthropic information.
- At least 3 years of experience with a demonstrated track record of success in grant writing for a similar community-based organization.
- Excellent communication and writing skills
- A deep comfort working in culturally diverse communities.

Preferred Qualifications:

- Spanish Proficiency

To apply, email a resume with cover letter explaining interest and qualifications to
Madeleine Case, madeleine@buildingskills.org.
Please include in the cover letter how you found out about the position opening.