

## JOB OPPORTUNITY

<b>Title:</b> Grantwriter	<b>Location:</b> 404 Euclid Avenue
<b>Reports to:</b> Senior Grantwriter	<b>Job Type:</b> Full-Time Exempt
<b>Department:</b> Program Advancement	<b>Salary Range:</b> \$50-\$55,000 DOE

### THE ORGANIZATION:

The Jacobs Center for Neighborhood Innovation is partnering with resident teams in southeastern San Diego to transform nearly sixty acres into The Village at Market Creek, a LEED-certified neighborhood and vibrant cultural destination. Through a network of nonprofit and for-profit partners, locally-owned businesses and national tenants, a community and conference center, and social enterprise projects, the Jacobs Center is creating assets that will become economic engines for the community when the foundation sunsets in 2030. We are looking for people who are not only talented but also passionate in what they do. We believe the strongest people in the workplace are those who don't consider it work; it's something they genuinely want to do. Learn more at

[www.jacobscenter.org](http://www.jacobscenter.org)

### THE DEPARTMENT: Program Advancement

This department has primary responsibility for prospecting, writing and submitting LOIs, concept papers, proposals and grant applications that support all JCNi work. The team works closely with program staff and external evaluator to ensure that program models and narrative are compelling, that appropriate metrics are included in all JCNi program designs, and that submissions align with JCNi's strategic plan imperatives and funder guidelines.

### Job Summary:

Under the supervision and guidance of JCNi's Executive Vice President, the Grant Writer serves the Program Advancement team through prospecting, grant writing, and grants administration —resulting in the submission of compelling, competitive funding requests and efficient grants management.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Create compelling, funder-compliant LOIs and grant submissions, using persuasive, well-structured prose, relevant data, and demonstrated familiarity with the program topic's evidence based research.
- Proactively research, analyze and interpret grant opportunities, determining which will best align with JCNi programmatic and financial goals.
- Assist internal staff and external partners in ensuring programs are resonant with funder interests as well as historical giving data.
- Identify and archive such statistical, analytical or anecdotal data as may be useful for future JCNi grant submissions.
- Contribute to the creation and revision of effective boilerplates and "evergreen" archives, in order to streamline future grant submissions.
- Communicate and work effectively with colleagues.
- Nurture and grow external relationships—particularly with program and foundation partners.
- Actively seek and participate in funder debriefing opportunities in instances where JCNi is not awarded funding, as part of the team's work to continuously improve.

### KNOWLEDGE, SKILLS AND EXPERIENCE:

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- Minimum Bachelor's-level training in a pertinent field, or a minimum of 3 years' success as a junior grant writer or development professional.
- Demonstrated success writing and securing grants required.
- Excellent people skills and experience interacting well with colleagues and external partners.
- Must have strong writing skills and the ability to read, comprehend, digest, and create compelling funding arguments using scientific, evidence-based, and community-level data.
- Past development experience in the field(s) of education, social service, housing development, community development, or workforce development highly desirable.
- Experience working with external evaluators—including the development of program evaluation plans and timelines.
- Must possess excellent writing, analytical, and time-management abilities.
- Must possess valid California Driver's License and proof of current auto insurance as required by law.
- Ability to digest and comply with detailed instructions a must, as is the ability to prioritize in the context of multiple projects.
- Ability to work both independently and in conjunction with others, as necessary.
- Computer literacy required, including knowledge of Microsoft Office, Adobe Acrobat, federal electronic grant submission and prospecting systems, County of San Diego systems and processes, Salesforce or similar CRM or grants management system, among others.
- Cultural and linguistic sensitivity to populations served.
- Bilingual (English/Spanish) capabilities desirable, but not required.
- Performs related duties as assigned by supervisor.
- Maintains compliance with all company policies and procedures.

### **PHYSICAL REQUIREMENTS:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Must be able to lift and carry up to 10 lbs.
- Must be able to talk, listen and speak clearly on telephone.

**TO APPLY:** Please submit your resume and specific cover letter explaining exactly how your characteristics, skills and experiences relate to the list of items listed in **THE POSITION** above, via email to [HR@JacobsCenter.org](mailto:HR@JacobsCenter.org) or in person or by mail to the address above by ----- . Resume review is ongoing, interviews will be held on a rolling basis and the position is anticipated to remain open until it is filled. We will do our best to keep you informed as to the status of your application but due to the high volume of applications we receive, this is not always possible. Thank you for your interest in working with our team.