

Grant Writer/Development Officer – Job Announcement

Mission Economic Development Agency - Building on its 35-year old history, MEDA is advancing innovative approaches to asset development. Its efforts are focused on serving low-income, Spanish-speaking San Franciscans. While much of our capacity is dedicated to providing direct services, we also devote resources to research and analysis, community organizing and policy develop and advocacy. In the process, MEDA is helping to develop best practices in the field.

Job Description Overview - This position is part of a two-person team responsible for the full range of fund development activities for the organization. These activities include grant writing and reporting with public agencies, private foundations and corporations. Specifically, this staff is responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects. Additionally, fund development staff is also responsible for coordinating and implementing the organization's annual event and a homeownership fair. Finally, there will be some involvement in a capital campaign efforts.

Major Responsibilities-

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs.
- Comply with all grant reporting as required by foundation/corporate donors.
- Provide stewardship to current donors, including work with Grants & Research Manager to provide regular written updates (newsletters etc) to corporate and foundation donors.
- Understanding of institutional history and programs.
- Make appointments for Executive Director with foundation officers and other prospects, arrange for onsite tours for supporters (foundation officers, foundation trustees).
- Maintain current records in database and in paper files, including grant tracking and reporting.
- Track statistics relevant to development and provide department with written materials necessary for donor stewardship (visitor number and diversity, educational program attendance, etc).
- Assist with other fundraising projects as requested

Knowledge and Skills:

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong contributor in team environments

Qualifications:

- Minimum of two years experience with grant writing.
- Previous experience with non-profit fundraising.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Able to monitor and meet income goals.

If interested, please send your resume to: hr@medasf.org