



**JOB TITLE:** Grant Writer  
**REPORTS TO:** Grants Administrator  
**STATUS:** Full time  
**PAY TYPE:** Non-Exempt/Hourly  
**LOCATION:** San Diego, California

### **About Us**

The mission of Voices for Children (VFC) is to transform the lives of foster youth by providing them with trained volunteers, called Court Appointed Special Advocates (CASAs). CASAs get to know children and youth in foster care as individuals through one-on-one visits where they learn about a child's strengths, personality, and goals for the future. They advocate for foster youth in court and provide judges with insight and information that helps them to make critical decisions about a child's future. Over the past 40 years, VFC has recruited, equipped, and supported thousands of CASA volunteers who have provided life-changing support to foster youth in San Diego and Riverside Counties.

### **About the Position**

Voices for Children is looking for a Grant Writer with excellent writing skills and a passion for improving the lives of children in the child welfare system. The Grant Writer is an essential member of the grants team. The team values collaboration, innovation, and a goal-oriented approach to cultivating and stewarding relationships with institutional donors. In this role, you will be researching new opportunities for institutional support, preparing grant applications and reports, and recording information in Raiser's Edge, Voices for Children's fundraising and donor management database. The Grant Writer also partners with Voices for Children's program, finance, and administration teams to understand the needs of the organization in an effort to write compelling, well-informed, and persuasive grant applications.

The VFC budget for fiscal year 2020-2021 is approximately \$6 million, of which approximately \$2.4 million is derived from charitable foundations, corporations, and government funding. Over the course of a year, the Grant Writer, in partnership with the Grants Administrator, will be responsible for identifying, writing, coordinating, and submitting approximately 150+ grant proposals and providing follow-up reporting and documentation.

### **Responsibilities**

The Grant Writer manages a portfolio of institutional donors including government, foundation, and corporate supporters, and is responsible for the following:

- Writing grant proposals and reports, and preparing supporting documentation.
- Maintaining the grants calendar and adhering to proposal and reporting deadlines.
- Interpreting federal, state, and local government grant contracts.
- Understanding program and organizational budgets.
- Recording grant cycle stewardship activities in Raiser's Edge.
- Organizing grant related documents, drafts, award letters, and thank you letters for reference and for future use.
- Identifying new funding sources whose priorities align with VFC's program needs using databases such as the Foundation Directory Online.

- Collaborating with the program, finance and operations team to understand organizational needs.
- Serving as a liaison between VFC and the donor.
- Assisting with fundraising events as a member of the development team.
- Understanding and following trends in issues related to child welfare and child development.

### **Skills and Attributes Needed**

- You enjoy the writing and editing process.
- You have experience writing in a professional capacity (e.g., grant-writing, creating marketing content, or other writing for persuasive purposes).
- You like having full responsibility for keeping track of deadlines and details.
- You have the ability to create compelling proposals based on inferences you've made about a donor's interests and priorities.
- You have an interest in and appreciation for the value of data, and you are willing to use and enhance databases used to record donor and program participant information.
- You enjoy working as a member of a team.
- You are comfortable prompting other members of the grants team to take next steps or begin projects based on your intimate knowledge of the grants calendar.

### **Work Environment**

The Grant Writer is a valued member of the development department. Together, we collaborate to raise approximately \$6 million in revenue. We value the strengths and unique contributions that each team member brings to their role. We use our unique perspectives to support one another in our respective areas of fundraising: special events, individual giving, foundations, government, and corporations. Our collective goal is to ensure that our work products reflect the dignity of the children and the families that we serve. Our staff members are currently working remotely due to the COVID-19 pandemic and will continue to do so for the foreseeable future. We will provide ample notice to our employees prior to returning to work in the office. VFC will provide a laptop and monthly \$25 stipend towards cell phone/internet usage.

Voices for Children maintains a friendly, warm culture with the following benefits for our full-time employees:

- Start out with 12 vacation days per year, 13 paid holidays, and an additional 5 days of paid time off after Christmas Day through New Year's Day
- A comprehensive, affordable benefits package to include several medical plan options (one plan is free for employees), vision, dental, flexible spending account, 403b plan for retirement savings, etc.
- Alternative work schedule option

### **Physical Requirements**

- Able to sit for prolonged periods of time
- Able to sit at a desk and view a computer screen for up to two hours at a time
- Able to speak into and use a telephone for up to 30 minutes

### **Special Conditions**

- Able to work extended hours as needed, with some nights and weekends required during special events

## **How to Apply**

Please go to the following link: <https://jsco.re/6tba5> and click “Apply for this Job” to apply. No phone calls, please. Position open immediately and will remain open until filled.

NOTE: Your application should include:

- Cover letter
- Resume
- Writing sample of your choice

You can only upload one file; you can include your writing sample in the same file as your resume. Please also include a cover letter where indicated. Thank you!

The person who is offered the position will undergo a background check, including a DMV record review, FBI and DOJ fingerprinting, and a check of the Child Abuse Central Index. Our hiring process includes an initial phone interview and two Zoom interviews. Please submit all application materials to be considered.

*At Voices for Children, we believe that we can best accomplish our mission of transforming the lives of children in foster care by maintaining an environment that reflects the diversity of the youth we serve. Voices for Children encourages and values diversity among our staff and volunteers.*

*Voices for Children is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.*