

**California State Parks Foundation
Grant Writer job description**

Title: Grant Writer
Reports to: Institutional Giving Officer
Location: San Francisco or Sacramento, CA
Post date: July 23, 2019

Mission: Protecting and preserving the California State Park system, for the benefit of all.

Vision: We envision an inspiring and welcoming state park system where there is access for all, adequate and sustainable funding, and parks are protected for future generations.

JOB DESCRIPTION:

California State Parks Foundation seeks an experienced, full-time Grant Writer (GW) to sustain and help grow our current base of institutional funders (foundations and corporations). The position is writing-focused but will also incorporate research, strategic thinking, and personal outreach to current and potential institutional funders. The GW is responsible for re-applying to and reporting to their portfolio of current institutional funders and must be exceptionally organized and detail-oriented. The GW will also prospect for and apply to new potential funders. The GW will work closely with the Institutional Giving Officer, Director of Philanthropy and others on the development team to develop relationships with current and prospective institutional funders. The GW can be based in California State Parks Foundation's San Francisco or Sacramento office.

RESPONSIBILITIES:

- In collaboration with the Institutional Giving Officer and others, develop and execute a comprehensive strategy to increase funding from institutional donors.
- Write proposals for general and program-specific support that will inspire renewed, upgraded, and brand-new funding.
- Sustain California State Parks Foundation's base of institutional donors by focusing on renewing and upgrading a portfolio of current foundation and corporate supporters.
- Grow California State Parks Foundation's base of institutional donors by identifying and successfully applying for funding from new foundation and corporate supporters.
 - Conduct prospect research on all potential funding opportunities from institutional donors — foundation, corporate, and government.
 - Build effective profiles that create intelligence within the organization on a prospect giving alignment with our Mission.
 - Create strategy documents to share with team members for prospect meetings that enable effective outcomes, moving prospects to proposals.
- Manage a schedule of deadlines for submitting interim and final grant reports, proposals for renewed and new support, and other requirements using the Salesforce database.
- Work with the Programs and Communications teams to create content for proposals and reports that is current, interesting, and inspiring.
- Work with the Finance team to prepare budgets and other documents required by institutional funders.

- Communicate with representatives of intuitional funders via phone, email, and face-to-face meetings to better understand funding criteria, follow-up on submitted materials, and steward relationships.
- Coordinate with Program Team members on communicating to funders our program Logic Models and overall Theory of Change.
- Electronically file, track, and organize all information about grants and event sponsorships – from application to funding decision to stewardship.
- Assist with ad hoc projects as needed (corporate volunteer events, in-kind donation requests, etc.).
- Attend state park tours, Earth Day volunteering, Park Advocacy Day, and other events along with members of the CSPF staff.

QUALIFICATIONS:

- Bachelor’s degree required.
- Minimum of two years of development experience with institutional giving experience highly preferred.
- Exceptional writing skills with proven success soliciting donations, preferably from foundation and/or corporate funders.
- Impeccable attention to detail, ability to adhere to deadlines, and organizational skills.
- Outstanding research skills and ability to tailor proposals to the specific criteria of potential funders.
- Knowledge of foundation, corporate, and other institutional funders in California is preferred.
- Strong analytical skills and experience with Microsoft Office applications and donor databases; Salesforce experience preferred.
- Ability to maintain confidentiality and operate with discretion.
- Ability to work well independently, and a capacity to handle details while focusing on overall goals.
- Works well in team-based environment, diligently and cooperatively; sense of humor desirable!
- Passionate about parks and increasing access to the outdoors.
- Willingness to pitch in and perform other tasks as needed; some travel throughout the state of California may be required.
- Ability to work both independently and collaboratively with outstanding interpersonal skills, with ability to develop and sustain trusted relationships.
- Ability to think through problems, take initiative and learn new technologies.
- Proficiency in Microsoft Office.
- Commitment to California State Parks Foundation’s mission.
- Able to attend events, sometimes on weekends or evenings, as necessary (infrequent travel required).
- Able to work at a computer for long periods of time, work in and move across an office setting, communicate with colleagues and constituents, and occasionally move items up to 25 lbs., with or without reasonable accommodation.

COMPENSATION AND BENEFITS: This exempt position starts at a salary of \$54,000, depending on experience. Employee benefits include medical, dental, and vision insurance, 401k retirement plan, pre-tax commuter benefits, and paid vacation, holidays, and sick time.

TO APPLY: Please email your application to careers@calparks.org with “Grant Writer” in the subject line. Your application should include your resume, a thoughtful cover letter that addresses why you are a good fit for this position and the organization, and two writing samples (grant proposals or

reports preferred). Please use separate attachments for each individual component with your first initial and last name in the file names. Applications considered on a rolling basis until position is filled.

The California State Parks Foundation is an Equal Opportunity Employer. People of color, LGBTQ people, people with disabilities and veterans are strongly encouraged to apply. Qualified applicants with arrest and conviction records will be considered for the position in accordance with San Francisco Fair Chance Ordinance, Police Code, Article 49.