



JOB TITLE: Grant Writer (Coordinator III/Manager)

REPORTS TO: Director of Development

SALARY RANGE: \$63,000-\$78,000

JOB LEVEL: Intermediate

MISSION STATEMENT: To help transform the social and economic conditions in South Los Angeles that foster addiction, crime, violence, and poverty by building a community institution capable of involving thousands in creating, influencing, and changing public policy.

ORGANIZATION OVERVIEW: Community Coalition (CoCo) is a non-profit social justice organization founded by now-Mayor Karen Bass that works to address social and economic conditions in South LA by providing a platform for everyday residents to fight for policy solutions that build up the community. Since 1990, CoCo has built a groundbreaking, community-driven approach to creating change. We elevate our members' voices, shift power to the community, and tackle the root causes of poverty, crime, and violence. CoCo's projects and victories include, among others:

- Leading efforts to improve the built environment for healthier community outcomes that center current residents, such as the following, among others:
 - Ensuring community voice in local development efforts
 - Advancing campaigns and partnerships to promote park equity and transform land into community assets
 - Stopping the expansion, and curbing the overconcentration of liquor stores in South LA
- Innovating and implementing violence prevention programs and strategies
- Leading child welfare campaigns to help keep more families together
- Bringing joy and healing through multifaceted arts programming that creates spaces for everyday people to get involved in pertinent community issues and opportunities

CoCo is an equal-opportunity employer. People of all races, religions, and gender identities are encouraged to apply.

POSITION DESCRIPTION: Community Coalition's Development Department is responsible for raising the organization's annual operating budget, which is approximately \$10 million. Members of the Department work with fellow staff and management to execute strategies with foundations, federal and local government departments, and individual donors to reach this goal.

Under the direct supervision of the Director of Development, this position's primary responsibilities will consist of crafting and submitting funding proposals that 1) tell a compelling story of the Coalition's vision, history, and accomplishments, 2) document (both quantitatively and qualitatively) pressing community issues and their impact on South Los Angeles residents, and 3) clearly assert strategies, goals and objectives to alleviate community issues and achieve intended outcomes; as well as crafting and submitting compelling foundation grant reports that comprehensively reflect the scope of work

completed and positions the organization for continued funding partnerships. The Grants Writer will also identify, research, and track potential funding opportunities from private foundations and corporations, as well as assist in the creation and submission of narrative and financial reports required for the maintenance of existing grant contracts.

As part of CoCo's culture, all staff are expected and encouraged to keep a pulse on the landscape through ongoing learning and through building relationships with South LA residents via involvement in outreach efforts, community events, and other programming facilitative of community engagement.

A successful Grant Writer at CoCo will engage and communicate with stakeholders around key efforts with a high level of independence and sophistication; Represent the organization in external spaces in support of programs and initiatives, as appropriate and assigned; Collect, organize, and distribute information/data about a project or effort within the organization; Complete administrative and logistical tasks that contribute to a larger project or effort (i.e. scheduling, following up with key stakeholders); Be established in the ability to provide project coordination to a major area of work (i.e. a large proposal application) with some support from their supervisor; Participate and regularly contributes in conversations and meetings (i.e. staff meetings) that are relevant to moving key efforts forward; Directly support the community-facing work of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

- Write and submit compelling narratives, and complete/compile supplemental documentation for most foundation and private grant applications
- Prepare & submit interim & final narrative and budget reports to foundation funders
- Help cultivate funder engagement/relationships by attending necessary grant workshops, supporting funder site visits, interacting with and responding to questions from foundation and corporate representatives, and participating in relevant discussions and meetings.
- Maintain funding calendar with key dates/deadlines related to foundation and private grant opportunities
- Help execute strategies, i.e. event invitations, thank you letters, etc., to foster strong funder relationships with the organization
- Assist with donor cultivation events, including the annual People, Power, Progress Awards gala
- Co-lead the solicitation of donations and the coordination of the logistics of the People, Power, Progress Award's silent auction
- Research and stay abreast of funding opportunities, sources, and trends in the fundraising landscape
- Assist in the day-to-day activities of the Development Department including but not limited to maintaining grant files, rapid-response funding-related requests, and other duties as assigned by the Development Director and Executive Team.
- Supervise or train other Development staff and/or interns as assigned.

Qualifications: This is an intermediate role and the ideal person holding this post will have at minimum 3 years of relevant experience writing for and supporting the development/fundraising function of an organization. They will also have the ability to articulate and apply the core values, mission, and purpose of the organization to their work; a demonstrated ability to move beyond completing tasks to provide leadership and support for larger projects/efforts with greater independence and impact; strong working knowledgeable about the South LA Community, and racial and social justice issues; strong working knowledge around current campaigns and initiatives; basic computer skills

Skills:

- Ability to write clearly and informatively, adapt writing style and focus, and leverage data to make a compelling case for funding
- Knowledge of proper English usage, spelling, grammar, and punctuation.
- Ability to research and find pertinent information effectively and efficiently
- Skill in independently prioritizing, planning, coordinating, organizing, leading and monitoring multiple projects simultaneously and quickly adapting to changes in time frames.
- Exemplary customer service skills including the ability to identify needs, provide prompt responses, and exercise patience, respect, and professionalism in all interactions.
- Highly proficient computer skills including Word, Excel, PowerPoint, and email applications.
- Strong analytical verbal and written communication skills, with an emphasis on an ability to effectively communicate with diverse audiences
- Proficiency in Microsoft Office, and Google Suite platforms.
- Ability to work autonomously and as a member of a team.
- Able to handle multiple projects simultaneously and meet frequent deadlines.
- Ability to prioritize and set goals by developing weekly, monthly, and quarterly work plans.
- Ease at managing competing priorities and strategically problem-solving.

Values and Community:

- Strong work ethic
- A deep belief in the power and science of organizing and respect and love for our stakeholders in South Los Angeles
- Belief in CoCo's mission, approach, and core values and a commitment to improving the social and economic conditions of residents in South Los Angeles
- Humility and respect for the lived experiences of South Los Angeles residents, and the ability to work with a diverse South Los Angeles population.
- Reflective and a life-long learner
- Highest level of integrity
- Excellent teamwork and collaboration skills; willing to support team members as needed on the organizing team, civic engagement team, and across the organization for high-priority projects or events
- Exemplary customer service skills including the ability to identify needs, provide prompt responses, and exercise patience, respect, and professionalism in all interactions

To apply for this position, please send your resume and cover letter to jobs1@cocosouthla.org with the subject line: Grant Writer. Please note that only applications with cover letters will be considered.

Cover letters should address the following:

- Your core values and what shapes them
- Your interest in working in South LA and for Community Coalition
- Your experience and interest in the Grant Writer position

APPLICATION INSTRUCTIONS:

Please send a resume, cover letter, and a 3-5 page writing sample to developmentjobs@cocosouthla.org, the subject should read "Grant Writer: First Name Last Name".