



JOB TITLE: Grants Writer (Coordinator II or III)

REPORTS TO: Director of Development

SALARY RANGE: \$60,255-\$67,980

JOB LEVEL: Intermediate/Entry

CLASSIFICATION: Non-Exempt

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) was founded in 1990 by current-LA Mayor, Karen Bass, as a community-empowered response to the crack-cocaine epidemic that devastated South Los Angeles (South LA). CoCo's mission is to *help transform the social and economic conditions in South LA that foster addiction, crime, violence, and poverty by building a community institution that involves thousands in creating, influencing, and changing public policy.* CoCo serves as a haven for the South LA youth and adult residents to convene, strategize, and implement activities that address critical deficiencies in the education, health, neighborhood safety, and social safety net systems.

ACCOMPLISHMENTS: Since 1990, CoCo has built a groundbreaking, community-driven approach to creating change. We shift power to the community and tackle the root causes of poverty, crime, and violence. Key accomplishments include, among others:

- Leading efforts to improve the built environment for healthier community outcomes that center everyday people, such as:
 - Ensuring community voice in local development efforts
 - Advancing campaigns 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 multifaceted 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 community issues and opportunities
- Disrupting the school-to-prison pipeline to help expand educational opportunities for low-income and first-generation students

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

FUNDRAISING GOAL: Community Coalition's Development Department, in strong partnership with the executive team, is responsible for raising the organization's approximately \$8.5MM annual operating budget and leading major donor events/strategies to raise approximately \$500,000 in unrestricted resources.

POSITION DESCRIPTION: 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, and assist with the creation and submission of narrative and financial reports required to maintain 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 by building relationships with South LA residents through involvement in outreach efforts, community events, and other programming that facilitates community engagement.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned): This role engages and communicates with stakeholders as necessary around key efforts of the organization; Represents the organization in external spaces in support of programs and initiatives, as appropriate and assigned; Collects, organizes, and distributes information/data about a project or effort within the organization; Helps develop logistical processes of the organization and involves the staff to move an effort forward; Completes administrative and logistical tasks that contribute to a larger project or effort (i.e. scheduling, following up with key stakeholders); Provides project coordination to move an area of work with some support from their supervisor; Directly supports the community-facing work of the organization. Core duties include:

- 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 coordinate and complete administrative efforts tied to public contracts, as assigned
- 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 a funding calendar with key dates/deadlines and deadlines for 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 Awards.
- 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-to-entry-level role, and the ideal candidate will have at least 2 years of relevant experience writing for and supporting the development and/or communications function of an organization. They will need to develop 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 knowledge about the South LA Community; develop a 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 in computer skills, including Word, Excel, PowerPoint, and email applications.
- Strong analytical, verbal, and written communication skills, with an emphasis on the 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 in 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 lifelong 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 to this position, please send your resume and cover letter to developmentjobs@cocosouthla.org with the subject line: "Grant Writer". Writing samples are strongly encouraged. 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 fundraising and Development