

# GREAT FUTURES START HERE.



**BOYS & GIRLS CLUBS**  
OF NORTH SAN MATEO COUNTY

## POSITION ANNOUNCEMENT

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**TITLE:** Grant Writer

**SUPERVISOR:** Chief Executive Officer

**CLASSIFICATION:** Contract/Consultant Position

**HOURS:** 20 hours per week

### **ABOUT US:**

Boys & Girls Clubs of North San Mateo County has inspired and enabled young people to realize their full potential and contribute to their communities since 1953. Today, we operate five sites in South San Francisco and Pacifica, serving over 2,600 kids, ages 6-18, each year, and more than 300 kids each day. We are open “when kids need us the most” – afterschool, on most holidays, and during the summer. We offer safe places where young people can learn, grow, and succeed. For further information about our programs, services and locations visit [www.theclubs.org](http://www.theclubs.org).

### **POSITION OVERVIEW:**

The Grant Writer is primarily responsible for developing and writing grant proposals to foundations and other grant-making organizations, and will persuasively communicate the Club’s mission and programs to current and potential funders. Reporting to the CEO, the Grant Writer will assemble and submit grant requests, establish and maintain personal contact and relationships with foundation contacts, conduct prospect research, and maintain a calendar of submissions and other deadlines.

### **KEY ROLES (Essential Responsibilities):**

- Meeting or exceed organizational grant/foundation budget
- Developing and writing grant proposals to foundations and other grant-making organizations, persuasively communicating the organization’s mission and programs to renew current and secure potential funders;
- Assembling and submitting grant reports and requests, including letters, proposals, budgets, and presentations;
- Establishing and maintaining personal contact and relationships with foundation contacts and program officers;
- Submitting proposals for 4 grants each month;
- Ensuring prompt acknowledgement of foundation gifts;
- Maintaining calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports;
- Conducting prospect research to identify new sources of grant funding;
- Prioritizing projects to keep multiple projects moving in a timely manner; meet deadlines and manage supplemental material required for proposals;
- Prepare for and participate in weekly meetings with the CEO and Development Coordinator to discuss progress;
- Working with Development Coordinator to gather program information, and assessment/evaluation of results;
- Attending board meetings (as needed).

**REQUIRED QUALIFICATIONS:**

- The successful candidate will be able to craft funding proposals in a clear and compelling manner. Excellent writing, analytical, and research skills are essential. Candidates must be self-motivated, detail oriented, and highly-organized, and have experience using online databases and other sources to locate biographical, financial, and philanthropic information;
- A high level of computer literacy required, including familiarity with Donor Perfect and Foundation Center databases. Candidates must possess ability to work well under pressure and the ability to seek and synthesize information and communicate in a compelling and succinct form;
- A solid understanding of budgets as they relate to proposals and grants;
- A Bachelor's degree, and a minimum of 3 -5 years of relevant experience;
- Previous work experience with children and youth preferred.

**TO APPLY:** Submit resume and cover letter to Human Resources at [hr@theclubs.org](mailto:hr@theclubs.org).

The Boys and Girls Club of North San Mateo County is an equal opportunity employer.