



## JOB POSTING

**JOB TITLE:** Grant Writer

**SALARY RANGE:** \$60,000 -- \$65,000 yr.

CHIRLA offers an excellent benefit package, which includes generous time off, health, dental, vision and 401K plan.

**FLSA Classification:** Exempt, full-time, regular

**REPORTS TO:** Director of Development

**TYPE:** Regular

**START:** Immediately

**LOCATION:** Main Headquarters – Los Angeles

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

## POSITION SUMMARY:

The Grant Writer, under guidance from the Grants Manager and supervision of the Director of Development, will research, write, and report on grant proposals designated as part of a diverse funder portfolio. The Grant Writer will work closely with the Grants Manager to maintain a grants calendar, determine submission priorities, research new funding leads, write proposals, and prepare reports for existing grants. The successful applicant will be a proficient writer and have experience in social justice work, funder research and prospecting, proposal writing, grant portfolio management, and overall fundraising practices for nonprofits.

## DUTIES AND RESPONSIBILITIES:

- Receive guidance and direction on all private and public grant activities from the Grants Manager and reporting directly to the Director of Development
- Gain an in-depth knowledge of the organization's mission, strategic plan, programs, and initiatives to grow dedicated funder portfolio
- Conduct research to Increase and diversify organization's portfolio of grants and contracts;
- Work with Grants Manager to grow relationships with funding prospects for opportunities to strategically support the organization
- Write and develop accurate and compelling grant proposals and reports in collaboration with program and development teams in accord with funder deadlines;
- Maintain up-to-date and well-organized grant records in electronic and paper files
- Assist with the full range of fund development and related activities as requested
- Participate in CHIRLA's organization-wide activities such as events and campaigns
- Other duties as assigned





## SKILLS AND QUALIFICATIONS:

- Bachelor's degree and five to seven years of grant writing or equivalent experience
- Knowledge of nonprofit sector with member-based organization experience preferred
- Experience in social justice and policy and advocacy work
- Experience working with salesforce for nonprofits and/or E-Tapestry and RazorsEdge;
- Strong writing skills and grant proposal experience for private and public funders
- Experience collaborating with community organizations in local geographic area
- Must be highly organized with the ability to work independently and multi-task
- Experience with immigrant community issues, policy, and C4 status a plus
- Ability to work effectively under pressure with last minute deadlines
- Ability to work in a team as well as lead a team
- Demonstrated commitment to public service
- Highly self-motivated, creative, takes initiative, ability to learn quickly, flexible and able to work as part of an interdisciplinary team of advocates
- Must be able to work efficiently and manage multiple projects at once, which may be at different stages of design and execution
- Must be flexible to work early morning, evenings and Saturdays as needed
- Master's degree preferred, but not required
- Familiar with the Los Angeles, SoCal and Californian's Philanthropic Sector
- Proactive nature in using technology and systems to maximize efficiencies with tasks
- Strong interpersonal skills, including the ability to successfully relate to community residents
- Strong oral and written advocacy skills and excellent organizational skills as well as the ability to work and problem-solve under pressure
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities

**To apply, submit cover letter, resume and references to: [jobs@chirla.org](mailto:jobs@chirla.org)  
Subject Line should read: Grant Writer**

