



## **JOB POSTING: Grant Writer**

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 Coalition for Humane Immigrant Rights (CHIRLA) is looking for a Grant Writer to work under the guidance of the Grants Manager and supervision of the Deputy Director of Development. This ideal candidate will research, write, and report on grant proposals designated as part of a diverse funder portfolio. This position will collaborate closely with program and finance staff to maintain and create current program narrative and supporting documents to further the organization's mission, vision, & strategic plan. The Grant Writer will work closely with the Grants Manager and Deputy Director of Development 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:**

- Prepare supporting documentation for grant submissions following the guidance and direction on all private, corporate and public grant activities from the Grants Manager and reporting directly to the Deputy Director of Development.
- Write and develop accurate and compelling grant proposals and reports in collaboration with program and development teams in accord with funder deadlines.
- Work with Grants Manager and other Grant Writers to maintain a calendar and tracking system for all grant related activities.
- Gain an in-depth knowledge of the organization's mission, strategic plan, programs, and initiatives to grow a dedicated funder portfolio.
- Conduct research to increase and diversify the organization's portfolio of grants and contracts.
- Work with the Grants Manager and Deputy Director of Development to grow relationships with funding prospects for opportunities to strategically support the organization.
- 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.

### **SKILLS AND QUALIFICATIONS:**

#### **Required:**

- Bachelor's degree and two to five years of grant writing or equivalent experience
- Must have knowledge of nonprofit sector with member-based organization experience
- Must have experience with immigrant community issues, policy, and C4 status
- Experience working with Salesforce for nonprofits and/or Raiser's Edge





- Experience in social justice and policy and advocacy work
- Strong writing skills and grant proposal experience for private and public funders
- Must be highly organized with the ability to work independently and multi-task
- Must have the ability to work effectively under pressure with multiple deadlines
- 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
- 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

### **Preferred**

- Master's degree preferred, but not required
- Knowledge of nonprofit sector with member-based organization experience
- Experience collaborating with community organizations in local geographic area
- Familiar with the Los Angeles, SoCal and Californian's Philanthropic Sector
- Experience collaborating with community organizations in local geographic area

### **Desired Traits or Characteristic**

- Demonstrated success working and communicating effectively in a multi-cultural environment.
- Self-starter with excellent problem-solving skills combined with the proven ability to multi-task, prioritize duties, and manage time effectively
- Attention to detail and accuracy in work product.
- Proficient in Microsoft Office applications (Word, Excel, Outlook); ability to use the internet and other digital tools for data entry, research, and problem-solving purposes
- Knowledge of healthcare insurances in the area
- Demonstrates proficient time management
- Valid driver's license and access to a personal, insured vehicle
- Self-starter- able to take on tasks with minimal supervision.
- Demonstrated ability to build relationships and work effectively with people of diverse social, faith, economic and racial/ethnic backgrounds
- Excellent verbal, analytical, writing, and organization skills
- Proficient knowledge of Microsoft 365- Internet required.
- Willingness to work flexible hours; evenings and weekends required.
- A commitment to social justice, and experience working with and in diverse low-income communities and communities of color
- Access to a car, valid driver's license and insurance, and ability to travel within the metropolitan area and sometimes out of state
- Ability to have positive working relationship with CHIRLA staff, members and allies
- Highly organized and detail-oriented, with the ability to manage deadlines and multiple tasks effectively and efficiently
- Support CHIRLA's fundraising goals including Annual Gala, Membership Drive and other fundraising activities





**JOB TITLE:** Grant Writer

**Salary & Benefits:** \$67,600. CHIRLA also offers an excellent benefits package, which includes annual paid vacation; additional paid holiday leave in December; employer contribution to retirement account after three-month of employment; health, dental, vision and life insurance plans

**FLSA Classification:** Exempt/Salary, full-time

**Classification:** CHIRLA recognizes a staff bargaining unit affiliated with AFSCME District Council 36. This position is included is **not** CHIRLA's bargaining unit and covered under the terms of the collective bargaining agreement

**COVID-19 Requirements:** CHIRLA requires all new employees to be fully vaccinated against COVID-19 or submit weekly negative test results

**REPORTS TO:** Deputy Director of Development

**CLOSING DATE OF THIS POSITION:** Position will remain open until filled

**LOCATION:** Los Angeles, Headquarters

CHIRLA is an equal opportunity employer and makes employment decisions on the basis of merit and administers all terms and conditions of employment, including recruitment, appointment, promotion, compensation, benefits, transfers, training and educational opportunities without regard to pregnancy, childbirth or related medical conditions, genetic information as defined by the Genetic Information Nondiscrimination Act, race, religion or religious creed, color, gender, gender identity or expression, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age (40 or older), sexual orientation, HIV/AIDS status, pregnancy or pregnancy-related disability, military or veteran status or any other basis protected by federal, state or local law or ordinance or regulation. **All such discrimination is unlawful.** It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

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

