



POSITION: GRANT WRITER
PROGRAM: PLANNING & PROGRAM DEVELOPMENT
REPORTS TO: DIRECTOR OF PLANNING & PROGRAM DEVELOPMENT
STATUS: FULL-TIME
RATE OF PAY: \$23.59/HR. - \$27.57/HR.
APPLY BY: OPEN UNTIL FILLED

POSITION SUMMARY

Under supervision and direction of the Director of Planning & Fund Development, the Grant Writer is responsible for performing planning and resource development research and procurement. Prepares planning studies, reports, federal, state, and foundation grant applications, collects program data and maintain contracts. May assist with program design and other work related duties as required. **A computer literacy test will be administered and must pass this test to be considered for interview. A writing essay will be administered before the interview.**

DUTIES & RESPONSIBILITIES

1. Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
2. Collects, compiles and analyzes data to evaluate programs and prepare evaluation reports; develop conclusions for the purpose of providing accurate support for both formal and ad hoc presentations, papers, and discussions.
3. Prepares federal, state, and local grant applications, including foundation opportunities, under the supervision of the Director of Planning and Fund Development, in coordination with other CAPOC departments.
4. Coordinates research, planning and evaluation projects with other departments, schools, and external agencies for the purpose of sharing information, eliminating redundancy, and maintaining agency focus with a focus every other year in the development of a Community Action Plan.
5. Facilitates meetings, workshops, seminars, etc. (instructional programs, personnel, financial procedures, regulatory requirements, actions involving outside agencies, inter-agency needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff and servicing as an Agency representative.
6. Participates in a variety of cross-functional meetings (e.g. workshops, board committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities and supporting the strategic plan and other Agency activities.
7. Prepares a wide variety of often complex materials (e.g. speeches and other communiques, plans, budgets funding requests, grants, reports, analyzes, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for required actions.
8. Conducts resource development research, foundation cultivation and marketing.
9. Recruits, coordinates and supervises Planning interns.
10. Other duties as assigned.

MINIMUM QUALIFICATIONS

Applicant must possess a general knowledge of:

1. Principles and practices of social planning and outcomes logic models.
2. Mathematical and statistical computation and research methods.
3. Grant writing and research skills, application and proposal procedures, for government and foundation grants.
4. Policies, regulations and laws governing social programs.
5. Public and private social services agencies and community resource.
6. Fluent verbal and written English language skills and mathematical skills sufficient to create compose or compile information and data for reports or presentations. Microsoft Office: WORD, EXCEL, POWERPOINT, PUBLISHER and ACCESS required; Adobe Photoshop and geographical information system (GIS) mapping a plus. **Position requires computer literacy, Internet and social media skills** and use of portable devices including PC notebook, printer, LCD projector, cell phone and copier.

APPLICANT MUST POSSESS THE ABILITY TO:

1. Organize and conduct research, analyze data, draw sound conclusions and develop outcome measures to make appropriate recommendations based on data gathered for programs.
2. Understand and follow contract requirements and agreements.
3. Write grant proposals, reports and business correspondence etc.

4. Work effectively concerning demanding time constraints and/or multiple tasks. Must be detailed oriented; work accurately and efficiently on a consistent basis without assistance.
5. Establish and maintain effective working relationships with co-workers, supervisors, general public, community agencies and groups concerning matters related to the planning function.
6. Demonstrate a clear, concise and effective command of the English language, both oral and written. Utilize interpersonal and communication skills. If bi-lingual, must be able to translate orally and in writing from/to English and a second language.
7. Conduct presentations to the general public when needed.
8. Provide a valid California motor vehicle operator's license with a driving record that meets minimum standards established by agency insurance carrier.
9. Work evenings and/or weekends occasionally when required.

EDUCATION & EXPERIENCE

Required: BA/BS, with 2 or more years in non-profit, government, or related environment, or AA with 2 years of college work and 2 or more years equivalent work experience.

APPLICATION PROCEDURES

Apply at Community Action Partnership of Orange County, 11870 Monarch Street, Garden Grove, CA 92841. Applications may also be obtained by calling (714) 897-6670 ext. 3617 or e-mail request at hr@capoc.org or visit www.capoc.org to download. Applications must be filed no later than 5:00 p.m. on the closing date. **Resumes will not be accepted without a completed application. Incomplete applications submitted will not be consider.** Facsimile (Fax) copies at (714) 894-5404.

MEDICAL EXAMINATION

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a drug screening examination.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity/Affirmative Action Employer Women and Minorities are Encouraged To Apply

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and a makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

EMPLOYMENT BENEFITS

Community Action Partnership of Orange County offers extensive benefits to its regular full-time employees including:

- ❖ **HOLIDAY** – 12 paid holidays per year.
- ❖ **VACATION** – Employees accumulate up to 12 days per year to a maximum of 20 days after 10 years of employment.
- ❖ **SICK LEAVE** – Employees accumulate up to 12 days per year.
- ❖ **HEALTH PLAN** – Community Action Partnership of Orange County pays the employee's premium for medical and dental insurance.
- ❖ **LIFE INSURANCE** – Community Action Partnership of Orange County pays life insurance up to a maximum of \$15,000. Employee may purchase supplemental insurance at a low cost.
- ❖ **TAX SHELTER ANNUITY** – Community Action Partnership of Orange County pays 6% gross salary to a tax shelter annuity. Employees may contribute additional amounts on a tax-deferred basis.
- ❖ **EDUCATION REIMBURSEMENT** – Job related education and training.
- ❖ **CREDIT UNION PARTICIPATION**

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Community Action Partnership of Orange County
11870 Monarch Street
Garden Grove, CA 92841