



Job Title: Grant Writer
Hours: Part-time
Location: San Rafael, CA
Pay Rate: \$28.00 - \$32.00 per hour

Buckelew Programs helps people in Marin, Sonoma, and Napa counties with mental health, addiction, and related behavioral health challenges lead healthier, more independent lives, strengthening families and communities in the process. Founded in 1970, Buckelew Programs provides a wide range of services for nearly 10,000 adults and children each year.

The Grant Writer supports the development and fund raising activities of the agency by writing proposals for both unrestricted operating support and restricted projects and for submitting timely and accurate reports for existing grant funded projects. This position is responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources, performing prospect research on foundations and corporations to evaluate opportunities for corporate and foundation grants, and for monitoring and complying with grant requirements.

Responsibilities:

- Writing proposals for both unrestricted operating support and restricted projects and for submitting timely and accurate reports for existing grant funded projects.
- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
- Perform prospect research on foundations and corporations to evaluate opportunities for corporate and foundation grants.
- Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs.
- Monitor and comply with all grant reporting as required by foundation/corporate donors.
- As directed, provide stewardship to current donors, including regular written updates to corporate and foundation donors.
- Develop thorough understanding of Buckelew Programs' history and services.
- As directed, make appointments with foundation officers and other prospects, arrange for onsite tours for supporters (foundation officers, foundation trustees).
- Maintain current records in database and in paper files, including grant tracking and reporting.
- Assist with other fundraising projects as requested

Qualifications:

- High school diploma required and college degree preferred
- Minimum of two years' experience with proposal writing, research, and institutional donors.
- Experience with non-profit fundraising, working in deadline-driven environments.
- Ability to monitor and meet income goals.

- Knowledge of Microsoft Word, Excel and Outlook.
- Familiarity with behavioral health and/or healthcare and knowledge of Exceed or other donor software desired.
- Interest in non-profit development/research/public relations and the mission and vision of the organization.
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills and attention to detail.
- Ability to meet deadlines.
- Knowledge of fundraising information sources, basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong contributor in team environments.
- Highly desirable for applicant to have a valid driver's license, automobile insurance, and a functioning car for use on the job.

Capable of the following intermittent activities: stretching, bending, kneeling, twisting, squatting, reaching above and below the shoulder, pushing, pulling, grasping and lifting up to 40 pounds. Capable of the following extended activities: driving, writing, standing and sitting. Must have the manual dexterity required to operate a keyboard.

Details about this Position: This is a part-time, 20 hour per week position with a schedule to be determined upon hire during business hours, Monday through Friday.

Apply on our Career Center: <http://www.buckelew.org/about/careers.html>