

## Grant Writer

### About Canal Alliance

Canal Alliance is a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment. We believe that everyone has the right to achieve their dreams. Every day, we educate, empower, support, and partner with motivated immigrants and their families to best meet their unique needs—from putting food on the table, to becoming U.S. citizens, to learning English, and graduating from college. Because when we support immigrants, Marin becomes a place where everyone can live, work, and succeed.

### Position

Canal Alliance seeks an experienced individual to prepare and submit grant proposals and reports to foundation, corporate and government funders. The Grant Writer is a member of an eight-person Development team, which is responsible for raising over \$5.5M toward a \$7M+ organization budget. This a full-time, exempt position with full benefits.

### Responsibilities

#### Proposal and Report Writing

- Manage proposal writing and reporting schedules for assigned portfolio of funders and communicate these in a timely manner with development staff, program directors, finance department and funding partners in order to meet department and funder deadlines
- Write compelling grant proposals and reports to foundation, government and corporate funders, persuasively communicating the organization's mission, programs and impact to renew current and secure potential funders
- Generate and tailor successful letters of intent, proposals, reports and required attachments to comply with individual funder submission requirements
- Work with department leadership and program directors to create accurate and current narrative content for all grant proposals, letters of inquiry, and reports
- Work with program and accounting staff to complete accurate grant budgets and financial reports
- Work with program leadership and evaluation staff to ensure that written materials contain accurate and relevant data, evaluation results and other program information
- Maintain electronic funder files and Salesforce grants management system records to include all relevant grant-related information from all foundation sources

- Support the Development Director and Senior Development Manager to monitor the annual fundraising plan for foundation, corporate and government revenue
- Provide monthly reports and others as requested to development director and board of directors on progress toward goals

#### Development and Donor Communications Writing

- Maintain and update development documents (i.e. executive summaries, organization history, staff biographies, theories of change, etc.) for use by development and program staff
- Assist with researching, writing and preparing strategic and development communications including letters to individual funders, case statements, and appeal and campaign materials, etc

#### Prospect Research

- Conduct institutional funding research to identify new funding opportunities that align with organizational and program goals

#### Other

- Maintain active and positive communication and relationships with Canal Alliance staff
- Develop and maintain active and positive communication with foundation grant officers
- Perform other duties as assigned

#### **Required Skills/Abilities**

- Craft funding proposals and reports in a clear and persuasive manner
- Excellent writing, proofreading and editing skills
- Excellent analytical and research skills
- Self-motivated, detail oriented, and highly-organized
- Excellent communication and interpersonal skills
- Ability to seek and synthesize information and communicate in a compelling and succinct form
- Excellent project management skills
- Utilize online databases and other sources to locate biographical, financial, and philanthropic information
- Work with minimal supervision, handle multiple and competing tasks deadlines, and manage demanding situations effectively

#### **Education and Experience**

- Knowledge of Latino, immigrant, and/or low-income communities
- Bachelor's degree preferably in English, journalism or related field or the equivalent combination of education, training and experience
- Three to five years of grant writing experience
- Proven track record of fundraising from foundation sources, and in securing new funding opportunities

- A high level of computer literacy required, including familiarity with CRM and Foundation Center databases.

#### **Additionally Desired**

- Commitment to social and economic justice
- Experience with fundraising in a non-profit organization
- Experience using Salesforce/NGO Connect or similar CRM database
- Bilingual/bicultural in Spanish and English a plus

#### **Compensation**

This is a full-time, exempt position with benefits. We offer a competitive salary with a benefits package that includes 3 weeks paid vacation a year, 12 days of sick leave a year and 100% paid employee medical & dental insurance as well as long term disability and an employee assistance program. In addition, there are 16 paid holidays annually, a 403(b) retirement plan and a Flex cafeteria plan.

#### **Canal Alliance Equity and Inclusion Statement**

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect. Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principals.

**To apply:** email resume and cover letter to [HR@canalalliance.org](mailto:HR@canalalliance.org) with "Grant Writer – YOUR NAME" in the subject line. Only electronic applications will be accepted.