**Job Posting:  Grant Writer**

St. Barnabas Senior Services, a nonprofit agency that has been serving aging and impoverished seniors residing in the urban center of Los Angeles for over 100 years, seeks an experienced professional to join its development office as a Grant Writer.  In support of existing programs and planned initiatives, the individual selected will research and identify funding sources, write grant proposals, and prepare grant progress reports. The position is full-time for one year, with the likelihood of continuing in a full-time capacity after the first year. The position reports to the Vice President of Development.

**Qualifications:**

The ideal candidate:

* is passionate about the mission of the organization;
* has excellent writing skills - ability to write clear, structured, articulate, and persuasive proposals and reports, strong editing skills, and high-level command of grammar and spelling;
* understands financial budgets and program management tasks;
* is able to develop measurement metrics in order to demonstrate needs and outcomes;
* is experienced in research, interpreting, and analyzing diverse data;
* is highly organized and efficient;
* uses independent judgment to produce a quality work product within tight time constraints;
* has high professional standards, attention to detail, and commitment to meet deadlines;
* has fluency with Microsoft Office suite (Word, Excel, PowerPoint);
* has ability to work collaboratively and independently to achieve stated goals;
* has a Bachelor’s degree, graduate degree preferred.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Understand agency’s history, programs, and vision
* Perform research to evaluate prospects for government, corporate and foundation grants, and individual donors
* Write government, corporate, and foundation grant proposals
* Write progress reports as required by government, corporate and foundation donors
* Support development office activities associated with maintaining a donor database, developing fundraising campaigns, coordinating events, and ensuring timely and relevant communication with constituents
* Work collaboratively with St. Barnabas staff and volunteers to meet the goals of the agency
* Assist with fundraising projects, as requested

**Location:**

This position will be located in Los Angeles, California.

**Salary:**

This position is an exempt position, with a salary range of $43,000 to $48,000.  Health benefits and generous vacation and holiday schedule included.

Please