



**Position: Grant Writer**

**Department: Development**

**Reports To: Development Director**

**Status: Part-Time to Full-Time**

**Salary: \$20-\$25 per hour or DOE**

**Benefits: Paid Sick, Vacation, and 401(k) with Employer Contribution, and optional Life/Critical Illness insurance**

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The Center is seeking a part-time grant writer to assist in growing the development department. This is an opportunity to join a growing organization and support the LGBTQ community of Long Beach. As the Center expands, we anticipate this role will transition into a full-time position.

#### Grant Writer Job Responsibilities:

- Prepares proposals by determining concept with Development Director and department subject matter experts, gathering and formatting information, writing drafts, and obtaining approvals.
- Determines proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and attending strategy meetings.
- Meets proposal deadline by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
- Enters and monitors tracking data.
- Coordinates requirements with contributors and contributes proposal status information to review meetings.
- Gathers proposal information by identifying sources of information, coordinating submissions and collections, and identifying and communicating risks associated with proposals.
- Develops proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Writes, revises, and edits drafts including executive summaries, conclusions, and organization credentials.

- Prepares presentation by evaluating text, graphics, and binding and coordinating printing.
- Maintains quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.
- Obtains approvals by reviewing proposal with key providers and project managers.
- Improves proposal-writing results by evaluating and re-designing processes, approach, coordination, and boilerplate.
- Updates job knowledge by participating in educational opportunities; maintaining personal networks.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests as well as exploring opportunities to add value to job accomplishments.
- Any additional duties as assigned.

#### Grant Writer Qualifications / Skills:

- Presentation skills
- Written communication
- Technical documentation
- Problem solving
- Deadline-oriented
- Process improvement
- Coordination
- Strategic planning

#### Education, Experience, and Licensing Requirements:

- Bachelor's degree in English, Journalism, Communications or related field preferred.
- Minimum of 3 years experience in writing and reporting for government grants (state, local, and federal) and 2 years experience in writing and reporting for businesses/corporations, foundations, and other organizations.

We are looking for someone who enjoys engaging with people: both individually and in groups, working with the public and other stakeholders, and is willing to learn about promote services available to the Long Beach LGBTQ community.

Candidates who have previous experience working with communities of color, community-based organizations, socioeconomically disadvantaged populations, and/or LGBTQ populations preferred. Regular evening and weekend availability required.

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**Please send cover letter and resume to: Myron Day, Development Director at The LGBTQ Center Long Beach by E-Mail to [mday@centerlb.org](mailto:mday@centerlb.org)**

**2017 E. Fourth Street  
Long Beach, CA 90814  
Phone 562.434.4455  
Fax 562.433.6428**