GRANT WRITER
GOVERNMENT/PUBLIC FUNDING
(PART-TIME)
JOB DESCRIPTION

SCOPE OF WORK
The Grant Writer for Government/Public Funding is a part-time, non-exempt position that reports directly to the Director of Development & Communications at The LGBTQ Center Long Beach (The Center). The person in this role supports all fundraising functions and activities for The Center. Working closely with members of the development team, this individual helps plan and execute resource development strategies for the organization.

The Grant Writer for Government/Public Funding must have the desire, aptitude, and experience to cultivate relationships. This person must be able to thrive in an active office environment that is informal, yet professional, and maintain a positive approach in dealing with work challenges. Additionally, the Grant Writer for Government/Public Funding must have outstanding written and communication skills, experience working with diverse populations (particularly LGBTQ individuals), and excellent interpersonal skills. This individual will be required to attend continuing education and training seminars, in-service trainings, and other professional opportunities to stay abreast of relevant literature to maintain familiarity with trends/changes in the field of fund development.

I: FUNCTIONAL RESPONSIBILITIES
- As needed, participates in team/department, interdisciplinary and staff meetings.
- Prepares proposals by determining concept with Director of Development & Communication 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 proposals (RFPs), and attending strategy meetings.
- Meets proposal deadlines by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
- Enters and monitors tracking data.
- Coordinates requirements with contributors and provides proposal status information at 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.
- Other duties as assigned.

II: MINIMUM QUALIFICATIONS
- Bachelor’s degree in English, Journalism, Communications or related field preferred.
- Minimum of 5 years’ experience in writing and reporting for government grants (state, local, and federal).

III: COMPENSATION
- The hourly pay rate for this position is $25-$30/hr.
- Benefits include paid sick leave.

IV: AFFIRMATIVE ACTION STATEMENT
The LGBTQ Center Long Beach (The Center) is an Affirmative Action/Equal Opportunity Employer and does not discriminate, exclude, or otherwise deny employment opportunities to any qualified candidate based on age, ancestry, color, disability/handicap, gender, gender identity/expression, national origin, place of birth, race, religion, sex, sexual orientation, and/or any other characteristic(s) protected under local, state, or federais laws in any of its hiring practices and activities. All employment decisions shall be made without regard to any of these characteristics.

V: HOW TO APPLY
Incomplete submissions will not be considered.
Please submit a cover letter, resume, writing sample (preferably a government/public funding grant application), and three (3) professional references via email to Myron Day.
mday@centerlb.org
No phone calls please.