

## GRANTS OFFICER

<b>CLASSIFICATION:</b> Dev. Officer (Union Position)	<b>SALARY:</b> \$63,000+DOQ
<b>DEPARTMENT:</b> Development	<b>FLSA STATUS:</b> Exempt
<b>REPORTS TO:</b> Director, Institutional Giving	<b>APPLICATION DEADLINE:</b> Open until filled

For more than 40 years, Bet Tzedek has set the standard for innovation and excellence in poverty law. One of the nation’s premier nonprofit legal aid organizations, Bet Tzedek – the House of Justice - is hiring a mission-driven, team-oriented Grants Officer to join our development department, which raises and manages over \$10M annually. The Grants Officer is part of a six-person institutional giving team that manages all aspects of Bet Tzedek’s grants portfolio, including data collection, proposal development, results reporting, and relationship management. This position will focus primarily on writing and managing private foundation grants.

### Essential Duties and Responsibilities:

- Manages grant proposal development from beginning to end, including conducting research, interviewing program staff, running data reports, writing proposal narratives, assisting with developing project budgets, and submitting proposals on time.
- Administers awarded grants throughout the grant’s lifecycle, from executing the award to delivering final reports.
- Ensures grant compliance by working with program staff and the data manager to systematically track progress on deliverables.
- Completes required grant reports, coordinating necessary input from program staff, the finance department, and senior leadership team.
- Thoughtfully stewards relationships with assigned institutional funders through skilled moves management, with guidance from the Director of Institutional Giving and VP of External Affairs.
- Maintains careful record of funder communications in Raiser’s Edge software.
- Uses the team’s grant tracking tools to schedule and monitor deadlines and track status of proposals.
- When assigned, reviews new RFPs and conducts prospect research.
- Proactively develops deepening knowledge and understanding of the issues and populations with which Bet Tzedek works, in order to communicate fluently about the agency’s role in the anti-poverty landscape.
- Coordinates site visits by institutional funders.
- Attends and at times hosts calls and meetings with institutional funders.
- Represents Bet Tzedek at appropriate community partner and funder events.
- Assists in preparing appropriate supporting documentation for funder audits.
- Attends staff and department meetings.

### Competencies:

- Mission-driven, with demonstrated commitment to social justice and equity.
- Meticulously attentive to detail, both as a writer and a project manager.
- Team-oriented; works to create a mutually respectful and supportive environment on the development team and with colleagues across departments.
- Exceptional writer, consistently able to deliver clear, cogent, and factually grounded arguments, and possessing keen storytelling instincts; able to shape narratives for maximum impact on the intended audience.

- Interpersonally adept; able to communicate clearly and interact professionally with diverse stakeholders, including colleagues across departments and staff at institutional funders.
- Demonstrated ability to manage multiple projects simultaneously, meet deadlines, and produce consistently high-quality work products in a fast-paced, deadline-driven environment.
- Outstanding research and analytical abilities; able to quickly synthesize facts and information to marshal compelling arguments for proposed projects.
- Excellent organizational skills; able to independently plan and manage the details of multiple projects at once, manage time effectively, and prioritize time-sensitive tasks.
- Independent worker but also able to seek direction and guidance from supervisor and colleagues when needed.

#### **Qualifications:**

- Bachelor's Degree or equivalent training or work experience (required);
- A minimum of 3 years of grant writing experience (required). Will consider less experienced applicants if coming from a related field with deadline-driven environment and heavy writing demands;
- Excellent organizational skills (required);
- Exceptional writing skills (required);
- Ability to effectively communicate and interact professionally with diverse stakeholders, including colleagues across departments and staff at institutional funders (required);
- Knowledge of human services and Los Angeles philanthropic community (highly preferred);
- Experience with public/government grants (preferred);
- Strong computer proficiency in: MS Office Suite, Raiser's Edge and/or RE NXT, case management systems, and internet research search engines (strongly preferred);
- Knowledge of legal services (preferred);
- Willingness and ability to work occasional evenings and weekends as needed;
- Demonstrated commitment to applying principles of diversity, equity, and inclusion in job performance (required);
- Demonstrated understanding and commitment to Bet Tzedek's mission of equal justice for all and Bet Tzedek's core values of leadership, community-based advocacy, and innovation (required).

#### **How to Apply:**

- E-mail a letter of interest, resume, and writing sample to [bettzedek.E7.328@applynow.io](mailto:bettzedek.E7.328@applynow.io) subject line: "GRANTS OFFICER." Resumes submitted without a cover letter will not be considered. **Please, no phone calls.**

*To best serve our communities, Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.*