

GRANTS OFFICER JOB DESCRIPTION

CLASSIFICATION: Dev. Officer (Union Position)	SALARY: \$70,000+ DOQ
DEPARTMENT: Development	FLSA STATUS: Exempt
REPORTS TO: Director, Institutional Giving	

Summary: Bet Tzedek is one of Los Angeles County’s premier nonprofit legal aid organizations and provides free legal assistance to more than 40,000 people annually. Bet Tzedek is hiring a Development Officer to join our institutional giving team, which raises and manages over \$6M in public and private grants annually.

As a member of the Development team, and reporting to the Director of Institutional Giving, the Grants Officer is one of three staff members managing all aspects of Bet Tzedek’s grants portfolio—including research, proposal preparation, submission, impact measurement, and results reporting in partnership with program staff. This position will focus primarily on stewarding Bet Tzedek’s critical federal, state, and local government grants portfolio.

Essential Duties and Responsibilities:

- Works on all aspects of proposal development, including research, data collection, writing, and budget development for grants.
- Writes grant narratives, works with finance team to develop budgets, and completes grant reports in coordination with senior management and program staff.
- Stewards relationships with assigned institutional funders with a particular focus on our public/governmental partnerships.
- Stewards private funder portfolio.
- Reviews new RFPs and works to identify future funding opportunities and partnerships.
- Works to ensure grant compliance.
- Coordinates funder site visits as needed.
- At the direction of supervisor, represents Bet Tzedek at appropriate community partner and funder events and programs.
- Assists in preparation of appropriate supporting documentation for organizational and funder audits.
- Attends staff and department meetings.

Competencies

- Mission driven with demonstrated commitment to social justice and equity work.
- Strategic thinker, able to conceptualize, lead and execute complex projects and effectively convey their impact to various audiences.
- Excellent project management skills.
- Exceptional written and verbal communications skills; strong presentation and persuasive writing skills.
- Excellent interpersonal and relationship management skills; able to interact professionally with a diverse population of stakeholders, colleagues and potential or current funders.
- Demonstrated ability to manage multiple projects, meet deadlines, and produce consistently high-quality work products in a very fast-paced environment.
- Outstanding research and analytical skills.
- Excellent organizational skills with attention to detail, accuracy, and demonstrated ability and commitment to meet deadlines and objectives.
- Strong computer proficiency in: MS Office Suite, Raiser’s Edge and/or RE NXT; Relational databases, internet

research search engines.

Qualifications

- Bachelor's Degree or equivalent training and a minimum of 5 years of grant writing and reporting experience preferred.
- Minimum 2 years of experience in public grant contract management and compliance strongly preferred.
- Knowledge of legal services, human services, and Los Angeles philanthropic community highly preferred.
- Demonstrated compassion, respect, and commitment to serving low income persons and vulnerable populations required.
- Willingness and ability to work occasional evenings and weekends as needed.

How to Apply:

E-mail a cover letter and a resume to resume@bettzedek.org 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.