

## **IDENTITY, INC.**

<b>Position Title:</b>	<b>Grants Writer/Manager</b>
<b>Supervisory Responsibilities:</b>	<b>NO</b>
<b>Budget Responsibilities:</b>	<b>NO</b>
<b>Reports To:</b>	<b>Chief Strategy Officer</b>
<b>FLSA Classification:</b>	<b>Exempt</b>
<b>Date:</b>	<b>May 17, 2016</b>

*Established in 1998, Identity's primary goal is to support Latino youth and other vulnerable youth in making a successful transition to adulthood. Identity believes that young people come first; every child has great potential; youth deserve more than one chance; and that society is enhanced by cultural diversity.*

### **POSITION SUMMARY:**

The Grants Writer/Manager has primary responsibility for researching, planning, writing and managing proposals and reports to government agencies. Together with the Development and Communications Team (includes the Development and Communications Manager, Special Projects Coordinator and Chief Strategy Officer) and the Executive Director, s/he shares responsibility for raising the annual budget of \$5 - \$6 million. The Grants Writer/Manager works in partnership with the Development and Communications Manager and very closely and collaboratively with all members of the organization's Leadership Team and program staff.

### **PRIMARY RESPONSIBILITIES:**

1. Assume responsibility for the full range of activities required to prepare, submit and manage complex proposals and reports to government funders, including writing and editing and managing the contributions of others.
2. Research, evaluate and recommend new government grant opportunities.
3. Coordinate meetings and site visits with current and prospective government grantors.
4. Stay abreast of trends in grant making and in positive youth development and social and emotional learning.
5. With the Development and Communications Manager, write development and communications collateral such as annual reports, newsletters, website copy, event announcements, fundraising appeals.
6. With the Development and Communications Manager, create and maintain a grants database and tracking system to assure compliance with reporting requirements, reporting deadlines, etc.
7. Collaborate with the Executive Director, Chief Strategy Officer and Board on developing and implementing a comprehensive multi-year fund development strategy to ensure Identity's sustainability.
8. Contribute to other development and communications efforts including foundation and corporation grant writing and special events, especially during peak periods.

**EDUCATION and EXPERIENCE:**

- Undergraduate degree required, advanced degree preferred, in communications, journalism, nonprofit management or related field.
- Several years of experience and demonstrated success in grant writing and grants management, especially with government grants.
- Superior and proven persuasive writing skills and excellent editing and proofreading skills; ability to speak effectively before groups.

**SKILLS, ABILITIES, and REQUIREMENTS:**

- Familiarity with government grant cycles.
- Comfort with budgets and interpreting financial statements.
- High level of organization, attention to detail and ability to prioritize multiple tasks and deadlines.
- Ability to analyze and communicate complex data.
- Ability to establish and maintain positive working relationships and to both lead and contribute to work teams.
- Eagerness to work collaboratively in a fast-paced, team-oriented and goal-driven environment.
- Mastery of Microsoft Office, particularly Word and Excel.
- Familiarity with database operations and ability to learn software such as e-tapestry.

**WORK ENVIRONMENT:**

- Periodic evening/weekend work necessary.
- Temperature controlled semi-private office and easily interrupted with visitors and external noise.
- Continuous sitting for prolonged periods, more than two consecutive hours in an 8-hour day interspersed with mobility.
- Keyboard use of greater or equal to 40% of the workday
- The ability to lift and move up to 10 lbs.