



San Diego LGBT Pride

Job Description: Grant Writer

Job Title:	Grant Writer	Salary: \$58,000 - \$60,000/year
Reports to:	Director of Philanthropy	Benefits Include: Medical, Dental, and Vision Insurance, Vacation and Sick PTO, 14 Holidays, and Professional Development Opportunities
FLSA Status:	Non-Exempt	
Position Type:	Full Time	

ABOUT SAN DIEGO PRIDE: San Diego Pride is a 501(c)(3) nonprofit organization with a mission to foster pride, equality, and respect for all lesbian, gay, bisexual, and transgender communities locally, nationally, and globally. San Diego Pride is year-round LGBTQ education and advocacy organization and one of the oldest LGBTQ-serving nonprofits in San Diego, best known for our annual flagship celebrations - the Pride Parade and Festival - that brings together more than 350,000 individuals from San Diego and across the country. San Diego Pride is also the most philanthropic Pride organization in the world, having distributed over 3 million dollars to LGBTQ-serving nonprofits since 1994.

ABOUT THE POSITION: San Diego Pride's Grant Writer is responsible for overseeing all components of grant fund development through federal, state, and local grant opportunities. The grant writer will be responsible for researching, developing and writing inquiries, letters, and proposals requesting funds to support San Diego Pride's programs and services. The position is also responsible for collecting, analyzing and reporting performance data of the program activities. The successful candidate will be able to craft funding proposals and reports in a clear and compelling manner, have excellent writing, research and analytical skills. Candidates must be self-motivated, detail oriented, and highly organized.

ESSENTIAL DUTIES & RESPONSIBILITIES

Research and Technical Writing:

Responsible for researching new grant opportunities that align with San Diego Pride's mission, vision, values and strategic plan. Stay abreast of program developments and funding needs. In coordination with the Director of Philanthropy, discuss funding strategies, priorities and opportunities. Write compelling, persuasive, well-structured grant narratives and reports through the use of effective storytelling and relevant data.

Grant Administration:

Oversees maintenance of accurate and timely records, reporting calendar and overall grant pipeline. Improves proposal-writing results by evaluating and re-designing processes, approach, and coordination.

REQUIRED KNOWLEDGE, SKILLS, & EXPERIENCE

- **Education:** A bachelor's degree is *required. *Any combination of experience, education, and training that would provide the equivalent knowledge and abilities may be considered.
- **Experience:** 2+ years of professional experience in grant writing with a proven track record of success.
- Experience developing and managing budgets.
- High level of research, writing, proofreading, and verbal communication skills.
- Highly detail-oriented and can maintain systems for tracking grant deadlines, submissions, applications, works in progress, budgets, grant fulfillment, reporting deadlines.
- Microsoft Office Suite and CRM/donor database experience required. Experience with NEON CRM is a plus.
- Excellent written, oral, interpersonal, and presentation skills. Ability to professionally interact with a variety of constituencies including donors, volunteers, staff, visitors, government officials, and the general public.
- Experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people and intersectional justice issues. Demonstrated passion for obtaining resources for marginalized communities a plus.
- Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.
- Employees working with San Diego Pride must be able to pass a background check, conducted by San Diego Pride prior to offer of employment.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee will frequently lift up to 50 pounds. The employee may be required to travel for a variety of work functions such as providing trainings and attending off-site meetings.

Work environment: All employees and volunteers of San Diego Pride must maintain an environment that is friendly, welcoming, and accepting of all Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and other members of our community.

To apply: Send a resume and cover letter to Careers@sdpride.org. No phone calls, social media messages, or office visits, please.

**** San Diego Pride is an equal opportunity employer****