

Communities for a Better Environment (CBE), a California-wide environmental justice organization, is seeking a creative and energetic professional to join our development team as a Grants Manager/Grant Writer.

CBE is an environmental health and social justice non-profit organization that seeks to achieve environmental health & justice by building grassroots power in and with communities of color and low-income communities. CBE's unique three-part strategy provides grassroots organizing, strategic research and legal advocacy to urban communities disproportionately impacted by industrial pollution.

General Position Summary:

Primary responsibilities include managing and preparing proposals, applications and reports, and performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities for both unrestricted operating revenue and restricted projects. Qualified candidates should possess exceptional writing and editing skills and be highly organized with the ability to implement systems and follow-up processes, able to effectively work under pressure, use independent judgment, and produce a quality work product within tight time constraints.

Work is performed under broad direction of the Development Director.

Job Duties and Responsibilities:

Proposal Writing

- Acquire and maintain sound knowledge and understanding of CBE and our mission, and use that knowledge and understanding to better comprehend all projects and programs for which grants will be sought and to recommend the seeking of grants.
- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to public, foundation, and corporate sources:
 - Research new government and private funding prospects; analyze prospects to identify likely funding sources for specific projects, programs and other organizational needs.
 - Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants; engage with program officers at funding organizations to solicit invitations to submit proposals.
 - Gather information from internal program personnel that will ensure understanding of the concept of a project or program for which funding is sought.
 - Generate proposals and supporting documents in response to solicitations.

Report Writing

- Manage and execute the process of supplying progress reports to grant-making organizations that have funded a project or program.
 - Coordinate and work closely with internal program personnel to ensure work/activities are tracked and documented for the purpose of reporting.
 - Generate and gather all necessary supporting documents.

Grant Management

- Maintain and implement funding calendar activities, including proposal/report deadlines and cultivation activities.
- Cultivate and maintain correspondence with funders.
- Maintain complete files of correspondence with funders and current records online and in paper files, including grant tracking and reporting.

Additional Duties

- Assist in providing input for all written organizational materials (Direct Mail solicitations, newsletters, website).
- Assist with special events to support fundraising goals and other fundraising projects as requested.

Desirable Skills and Experience:

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals
- Exceptional editing and organizational skills
- Attention to detail
- Knowledge of fundraising information sources
- Experience with proposal writing

- Knowledge of basic fundraising techniques and strategies
- Knowledge and familiarity with research techniques for fundraising prospect research
- Excellent verbal and written communication skills; confidence in communicating across a wide variety of platforms
- Computer skills (Microsoft Office Word, Access, PowerPoint and Excel)
- Ability and willingness to collaborate and work as a team player
- Motivated self-starter who can take own initiative and work with minimal supervision
- Multi-tasking skills necessary in order to coordinate multiple projects and shifting priorities
- Excellent time management skills necessary to establish and meet deadlines
- Ability to work independently and as part of the development team
- Demonstrate cultural competence with an ability to work with diverse populations, within the community and the organization

Benefits and Compensation

- Compensation depending on experience
- Benefits include health, dental and holistic with excellent vacation policy and sick leave

To Apply

Send resume, cover letter and two writing samples to Jennifer Bowen at:

jbowen@cbeal.org (email is preferred)

or

Communities for a Better Environment
ATTN: Jennifer Bowen, Interim Development Director
1440 Broadway Ste. 701
Oakland, CA 94612

CBE is an equal opportunity employer and encourages applications from candidates of every age, race, ethnicity, gender, sexual orientation and disability status that are community to Environmental Justice.