



JOB ANNOUNCEMENT FOR PART-TIME GRANT WRITER

CBE is a statewide environmental health and justice organization that combines grassroots organizing, legal advocacy, and science-based research to achieve its goals. CBE's mission is to build people's power in California's communities of color and low income communities to achieve environmental health and justice by preventing and reducing pollution and building green, healthy and sustainable communities and environments. For more information, please visit: www.cbecal.org.

General position summary:

Reporting to the Interim Development Director, the Grant Writer is responsible for tracking and monitoring CBE's active portfolio of 50+ foundation relationships, for leading and managing the creation of content for LOIs, proposals, and reports, and for coordinating the creation of budgets and other attachments. The Grant Writer is a key member of CBE's Development Team, which includes the Executive Director, Interim Development Director, Development Associate and Individual Giving Coordinator.

Essential functions

- Collaborate closely with CBE's Interim Development Director and other staff to lead the creation of written content for LOIs, proposals, reports, and other materials that speak directly to the unique interests of each of CBE's funders.
- Interview program staff as necessary to update and create content related to organizational initiatives.
- Track key funder information and next steps for cultivation, application and reporting, and keep other staff apprised of this information.
- Collaborate with the Development Team and the Director of Finance and Operations on the creation of project budgets, financial reports, and other attachments.
- Provide support for other Development activities through direct participation.
- Integrate Development communications into work-related communications.
- Complete other duties as assigned, including assisting with other agency activities.

Specific job skills and requirements

- Bachelor's degree or equivalent experience.
- Professional writing experience preferred.
- Three years of grant writing experience.
- Non-profit experience.
- Communicate effectively about environmental justice work.
- Advance CBE's mission and campaigns.

- Share knowledge and ideas and collaborate with diverse partners in a team setting.
- Strong reasoning skills.
- Excellent written and verbal communication skills.
- Handle confidential information with sensitivity and integrity.
- Work independently as needed; self-motivated.
- Thrive in a deadline-driven work environment.
- Excellent project and time management, administrative skills, follow-through, flexibility, creativity, organization and ability to prioritize tasks appropriately.
- Uphold high levels of accountability for self and for others.
- Work occasional evenings and weekends when grant deadlines require flexibility. In turn, CBE will accommodate your scheduling needs as much as possible.
- Follow multiple sets of instructions provided in a variety of forms, including written, oral, and diagram, to ensure that final materials meet all requirements.
- Proficiency in Microsoft Office programs, including Excel.
- Bilingual in Spanish is preferred but not required.

Preference will be given to applicants with experience related to the environmental movement, social justice, public interest, civil rights, community organizing, scientific training, and/or a personal history with communities highly impacted by pollution.

Compensation: This is a part-time, non-exempt position with 32 hours per week at \$20 hourly pay. CBE offers a comprehensive benefits package including a generous vacation policy; medical, vision and dental insurance; a 403(b) retirement plan; and a flexible spending plan.

To apply: Please submit the following to jobs@cbecal.org: 1) a cover letter, 2) a resume, and 3) list of personal and professional references with telephone numbers. Include **PT Grant Writer** followed by **your name** in the subject line of your email and in the filename of each of your attachments. You will receive an email confirming receipt of your application. Please do not call us or send additional emails unless we contact you for a discussion or an interview. If we do contact you, we will be happy to any questions you may have at that time. The position will remain open until filled.

CBE has four offices: Huntington Park and Wilmington in Southern California, and Oakland and Richmond in Northern California. CBE's Development Team current operates out of our Huntington Park office and occasionally visits our other offices. Applicants living near any of our offices are welcome to apply. Those living in or near Oakland or Richmond are especially encouraged to apply. Working from home part of the week may be possible.

CBE is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other prohibited category. We strongly encourage women, people of color, LGBTQ individuals, and all qualified persons to apply for this position.