



*foundation
for the children
of the californias*

POSITION: Grant Writer

DIRECT SUPERVISOR: Executive Director

STATUS: Contract

SALARY: This position is an independent contractor (1099). Compensation will be based on an hourly rate and on experience.

Submit Interest to: JoseG@usfcc.org

WHO WE ARE

The Foundation for the Children of the Californias (FCC) is a tri-national collaboration with Canada, the United States, and Mexico, endeavoring to improve the health and nutrition of the children of the mega-region of San Diego and Baja California through the operation of Hospital Infantil de las Californias, (HIC) a model pediatric specialty medical and education complex, located one-half mile into Baja California, Mexico. With our support, Hospital Infantil offers outpatient services in 25 specialties and services (including day surgeries, dental, ophthalmology, orthopedics, physical therapy, etc.) in a 56,000-square-foot facility. Over 60% of the staff is a volunteer and no child is turned away for inability to pay.

WHAT WE ARE LOOKING FOR

The ideal candidate plays a critical role on the FCC Development team. She/he/they understands the importance of our projects and is passionate about the FCC purpose and prioritized target areas. We are looking for someone independent, motivated, and organized who wants to be a part of something important to children and families from the US and Mexico. This position will support securing corporate, government/non-government, and foundation grant funding, as well as key organizational writing that supports fundraising and communications. We are looking for a strong writer and communicator who can present FCC's programs and accomplishments in a consistent manner.

RESPONSIBILITIES

- To write compelling grant proposals to acquire funding, and work with our leadership team to ensure we have enough capital each year.
- Demonstrated experience in prospect research on potential funders in new and existing markets and evaluating grant opportunities identified by the development and program team.
- Familiarity with online grant research and other nonprofit management tools, PND, the Foundation Directory, etc.)
- In collaboration with program staff, develop and implement monitoring procedures to track grant implementation.
- Ability to multitask and manage several grant submissions or reports at once while working with various levels of staff to complete grant-related items.
- Develops and maintains a master file of pending, existing, and past grants, and contracts
- Follow up with grant-making organizations during their review of a submitted grant application to supply additional supportive material if requested.
- Maintain and implement funding calendar activities, including cultivation and reporting activities.
- Work with the finance department to prepare monthly, quarterly, and/or annual reports to government, foundations, and other funders as required.
- Ability to work cooperatively and collegially with others
- Utilizes sound judgment and maintains strict confidentiality
- Self-motivated with the ability to work with minimal supervision
- Experience using DonorPerfect or a similar data management system preferred
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.

QUALIFICATIONS

- Bachelor's degree from an accredited college or university, five to seven years of professional fundraising experience, AND successful experience in securing grants.
- Demonstrated experience writing/developing, researching, and submitting letters of intent, grant proposals, and applications. Other fund development experience is highly desired
- A successful track record in executing strategy, setting priorities, managing multiple projects, and working effectively under pressure to achieve individual and organizational goals
- Exceptional project and time management and organizational skills, with attention to detail including the ability to plan projects, forecast time required and organize internal and external resources with a strong motivation to meet

deadlines and achieve goals

- Excellent verbal and written communication skills and comfortable with public speaking and presentations
- Obtain and maintain an in-depth knowledge of HIC including its challenges and successes.
- Bilingual/Bi-Cultural Preferred (speak, read, and write in Spanish/English)
- Motivated Self-starter and ability to work with minimal supervision
- Fluent in MS Office, Donor Perfect or similar database programs
- Familiar with and committed to AFP Code of Ethics