



**Grant Writer (Part-time)
Huntington Park, CA**

CBE is a nationally-renowned environmental justice organization that has led numerous successful campaigns against some of the largest polluters in California, including refineries and power plants. Over the past 35 years, our victories have changed practices at more than 200 industrial facilities. We partner with national environmental organizations, as well as local and statewide environmental and social justice organizations and other allies, in order to reduce or prevent pollution and green house gas emissions and transform our communities into healthier and more sustainable environments.

CBE combines community organizing, science and law to advance environmental justice and to engage community members in urban, low-income communities of color. A multi-ethnic organization with 26 staff, CBE has offices in Oakland and Huntington Park, as well as satellite offices in Richmond and Wilmington. This position will be based in our Huntington Park office.

General Position Summary:

The Southern California Grant Writer is a new position that will join CBE's Development Team, currently comprised of the Development Director, Grants Manager (part-time) and Donor Engagement Coordinator, as well as the Executive Director, Northern and Southern California Program Directors, Policy Director and Finance and Operations Director. This position will work 20-24 hours/week with the ability to work some of those hours from a home office.

Reporting to the Development Director, the Grant Writer will be responsible for managing and preparing letters of inquiry, proposals, applications and reports for a portfolio of current and prospective institutional funders. Additionally, the Grant Writer will have responsibility for identifying, researching, and evaluating private foundation, government and corporate grant opportunities. Qualified candidates should possess exceptional writing and editing skills, be highly organized, have the ability to manage multiple deadlines, be able to effectively coordinate with staff to generate content, and produce a quality work product within time constraints. Candidates must have prior experience fundraising for an environmental justice, community development, environmental, social justice, and/or youth organization, particularly those with a focus on advocacy. This is considered crucial to preparing the strongest possible materials and identifying prospects that are a good fit for CBE.

This is a hands-on position with little clerical support. It requires the ability to track deadlines, award status and grants and to maintain CBE's grants management system in coordination with the Grants Manager and/or Development Director. It is expected that the Grant Writer will acquire and maintain sound knowledge and understanding of CBE and our mission, and use that knowledge to submit grant requests that are successfully awarded.

ESSENTIAL FUNCTIONS

- Review government, private foundation and other RFP's and analyze them for their likelihood of matching CBE campaigns, programs or general operating needs.
- Conduct proactive prospect research in order to identify new funding sources and suggest next steps to the Development Director.

- Coordinate with staff and the Development Team to decide which grant opportunities to pursue.
- Conduct the full range of activities required to prepare, submit, and manage grant proposals and reports to government, foundation, and corporate sources, including collecting information from program personnel in order to complete submissions.
- Generate letters of inquiry, proposals and supporting documents.
- Support the Development Director and Finance and Operations Director in preparing project budgets and other financial documents required by funders.
- Support the Grants Manager in maintaining the grants calendar, including proposal/report deadlines and cultivation activities.
- Maintain complete files of correspondence with funders and current records online and in paper files, including grant tracking and reporting.
- As time and talents allow, assist with other fundraising projects as requested.

REQUIRED QUALIFICATIONS

- Excellent command of the English language: grammar, spelling, and style.
- Proven track record of securing \$50,000-plus grants, preferably in a field related to CBE's mission/programs.
- Demonstrated experience in identifying new funding opportunities.
- Ability to maintain a high level of accuracy in all drafts and of grants related documents.
- Ability to work independently, manage multiple tasks and set priorities.
- Ability to pay attention to detail and maintain accurate records.
- Excellent computer skills (proficiency in Word and Excel), including the ability to insert photos into Word documents and create multi-page PDF documents.
- BS/BA degree.

PREFERRED QUALIFICATIONS

- Proven track record of successful grant applications to environmental funding programs at private foundations, as well as USEPA or other government agencies.
- Experience with writing direct mail and/or online fundraising appeals and/or donor events.
- The ability to speak Spanish is a plus.

Compensation: Salary is competitive and based on experience.

To apply: Please send a cover letter, including salary requirement, and resume (both formatted in Word) and one writing sample (not to exceed 10 pages) to: jobs@cbeal.org. Please include your last name and Grant Writer in the subject line. We wish to fill this position as soon as 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, and all qualified persons to apply for this position.