



of Greater Santa Barbara

## GRANT WRITER

To apply for this position, please submit your cover letter and resume through our [online application portal](#) for consideration.

*Girls Inc. of Greater Santa Barbara is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.*

### Opportunity

[Girls Inc. of Greater Santa Barbara](#) (GIGSB) is hiring for a **Grant Writer** to support the organization's ongoing fund development. The Grant Writer is responsible for gathering information to write detailed, organized, and compelling grant proposals and other documents to maintain and grow an annual grant fundraising line of \$765,000. They will collaborate with team members in the Development and Program departments, and throughout the organization, to coordinate the gathering of information to create proposals, interim reports, and other documents needed. They will need to be an excellent writer, experienced in grant, proposal and report writing, have proficient knowledge of fundraising methods and be committed to the mission of Girls Inc. They must be deadline driven, able to multitask, work in a fast-paced environment and create relationships at all levels in the organization.

Girls Inc. of Greater Santa Barbara has an evolving development team structure; while this is a specialized development role focused primarily on foundation and corporate grants, we are looking for a team member who is willing to occasionally act as a generalist and support across additional funding lines. This role reports to the Development Director or the CEO when that Director role is vacant.

### As the Grant Writer you will be responsible for:

#### *Grant Writing and Pipeline Development*

- Draft high-quality, compelling, and detailed documents such as proposals, letters of inquiry, progress reports, and grant reports to institutional funders
- Work closely with gymnastics program, TK-6, and teen programs teams to gather programmatic information, compile financials and compliance to ensure appropriate grant submissions

- Draft correspondence to institutional funders and prospective funders on behalf of the leadership team
- Draft backgrounders and talking points for senior staff in advance of funder meetings and events
- Take the lead on researching and vetting potential funding sources
- Participate in the development of strategies to approach and attract new institutional funders

#### *Stewardship*

- Manage a small portfolio of (5-10) current and prospective funders of large grants, including revising and updating donor profiles and tracking their funding requirements and interests, as well as a portfolio of ~60 small grant funders
- Participate in outreach to, calls with, and site visits from institutional funders
- Maintain proficient knowledge of organization's history and program priorities
- Schedule and participate in regular check-in calls with the regional and issue-specific program teams at Girls Inc. to stay on top of emerging opportunities to seek funding for projects

#### *Systems Management*

- Acknowledge, and internally communicate application status updates, in addition to working with any Development Associate and Administrative support staff on award documentation and grant processing
- Manage the Donor Perfect Online system for all grant opportunities, institutional funding entities, and related contacts, including maintaining funder records and running grant-related reports
- Develop and maintain a proposal calendar
- Assist in developing and maintaining efficient systems, policies, and procedures to manage information and the workflow of the Development team
- Create supporting marketing materials to support Corporate and Foundation grant making including case statements, brochures, and supporting documents for funders

#### *Special Projects*

- Support specialized fund development projects, including galas, benefit events

#### **You are a strong fit for this role if you have:**

- An articulated belief in the mission of Girls Inc.
- Minimum two years of experience in grant writing, fundraising, marketing, or related field.
- The ability to write for a variety of audiences.
- Independent, self-directed worker with a high degree of professionalism.

- Ability to handle multiple projects simultaneously.
- Commitment to equity, diversity, inclusion, anti-racism, and the institutional values of Girls Inc:
  - Empowerment: Encouraging risk taking and innovation, and promoting employee wellbeing.
  - Inclusivity: Seeking and embracing diverse backgrounds, thoughts, experiences, and abilities.
  - Respect: Accepting differences, and respecting colleagues, Girls Inc. members, and their families.
  - Professionalism: Acting with integrity, holding ourselves accountable, and making intentional decisions.
  - Gender Justice: Advocating for intersectional feminism and against all forms of oppression
- A sense of humor!

### **Preferred Qualifications**

- Bachelor's degree, preferably in marketing, communications, or related field.
- Bilingual Spanish desired.
- Previous experience with data management or transferable skills with a proven track record of success

We are committed to equal pay for equal work, and we believe transparency of compensation is one way to achieve that. The salary range for this full-time position is \$65,000-\$85,000 based on experience.

### **Who We Are**

Girls Inc. is the leading national expert on girls' issues and stands for gender and social equity and justice. We inspire all girls to be strong, smart, and bold through direct service and advocacy. As one of 79 nonprofit affiliates in the Girls Inc. Network, Girls Inc. of Greater Santa Barbara is an established and respected member of our local community since 1958. We annually serve more than 1,300 girls, ages 5-18, through after-school and summer camp enrichment programs, a dedicated teen center and teen outreach programming, and a recreational-to-competitive gymnastics program. Girls Inc.'s comprehensive approach to whole-person development equips girls, teens and those who identify as female to navigate gender, economic, and social barriers and grow up healthy, educated, and independent, prepared to lead the next generation. Informed by girls, teens, and their families, we also advocate for legislation and policies to increase opportunities for all girls.

Girls Inc. of Greater Santa Barbara is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. If you have a disability or

a special need that requires accommodation to complete the application process, please contact [info@girlsincsb.org](mailto:info@girlsincsb.org).

**We currently offer the following benefits:**

- Health, vision, and dental insurance
- 403(b) retirement savings plan with a 3% employer match
- Life insurance
- Cell phone stipend
- Paid vacation and sick leave to recharge and recover
- 11 paid holidays
- Professional development stipend
- Flexible work arrangement including onsite, hybrid, and remote options

**Requirements:**

- Ability to pass criminal background check.
- Ability to pass a pre-employment physical and drug screening.
- Vaccinations as required by CA State Law for licensed childcare facilities (TB, Pertussis and Measles immunizations. Flu vaccine recommended, but optional).
- We require COVID-19 vaccines and boosters for all employees. Exemptions may be requested for medical reasons or religious beliefs.