Puente de la Costa Sur
Position Description

Position title:  Grant Writer/Manager
Classification:  Non-Exempt, Part-Time (20 hours per week)
Reports to:  Executive Director

Position summary
The Grant Writer/Manager works with the Development Team to research, plan and coordinate the grant application process to support Puente’s annual fund development plan.

The ideal candidate for this role should have proficient organizational skills, ability to multi-task, leadership qualities and initiative, and exceptional writing, budgeting and monitoring skills.

Essential Job Responsibilities
• Research and identify funding opportunities primarily from philanthropic institutions and government agencies
• In collaboration with program managers, prepare and submit grant proposals and reports by deadlines
• Track grant applications and reports, while managing all related timelines
• Optimize Puente’s grant administration process
• Prepare and monitor grant budgets

Qualifications
• Bachelor’s degree in English, Journalism, Creative Writing or related fund development field
• Working knowledge of nonprofit business operations and experience managing county/state/federal grants and contract
• 2+ years grant writing experience, preferred
• Excellent communication skills, both verbal and written
• Ability to understand and match Puente’s program needs with agencies’ funding criteria and guidelines
• Strong organizational skills
• Proficient in MS Word and Excel
• Methodical and strategic thinking
• Project management and budgeting experience

Knowledge/Skills Required
• Commitment to Puente’s vision of supporting a healthy, inclusive, and sustainable South Coast community
• Proven record of successful grant writing
• Demonstrated ability in securing foundation grants and other institutional support, prospect research, funder cultivation, writing, and reviewing grant proposals
• Cultural competency to work with a team from diverse backgrounds
• Demonstrated cultural sensitivity and commitment to advocacy and equity
• Spanish fluency, both orally and written preferred, not required
• Knowledge of the South Coast or experience working in a rural community, preferred
• Ability to work well with people in various community, institutional, and governmental organizations
• Availability to work evenings and weekends, as needed
• Team-oriented and able to maintain professional and collegial relationships
• Ability to work on numerous projects and report on progress and timeline
• Adapt easily to new protocols and changing environments

To Apply
Puente offers a competitive salary and benefits package. Please e-mail cover letter, resume and three references to Lisa Mateja, Executive Administrative Assistant at lmateja@mypuente.org.

About Puente
Since 1998, Puente de la Costa Sur (Puente) has worked to build a healthy, sustainable and inclusive South Coast Community. Its mission is to provide vital services for men, women, children and families living in the rural San Mateo South Coast communities of Pescadero, La Honda, Loma Mar, and San Gregorio, primarily farmworker and their families. Puente provides a single point of entry for men, women, and children to safety net services, health and wellness services, leadership development, and opportunities for community engagement and action. For more information, visit us at www.mypuente.org.

This job description is not intended to be all-inclusive. Duties and/or responsibilities may be added or deleted, as management requires to meet the ongoing needs of the organization.