



# GRANT WRITER/MANAGER

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**DEPARTMENT:** Organizational Planning  
**REPORTS TO:** Vice President of Organizational Planning  
**CLASSIFICATION:** Non-Exempt

**# OF HOURS:** Full-Time, 40 hrs  
**PAY RATE:** \$33.65 - \$36.06 per hour

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## **POSITION PROFILE:**

The Grant Writer/Manager plays a critical role in shaping and writing grant proposals and letters of inquiry for SAY San Diego to position SAY in bidding on government (federal, state and local), private and corporate foundation opportunities. The Grant Writer/Manager has a proven track record of writing successful grant proposals and a demonstrated ability to translate program data into convincing and cohesive impact statements. The position requires strengths in leading a grant writing effort from program design to final proposal packaging and submission of the best possible proposals, as well as strong organizational skills needed to meet public submission requirements, such as preparing logic models, timetables, flow charts, etc.

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Function as Primary Writer and Project Lead for grant/contract proposals; Create compelling proposals, gather and synthesize data from program and administrative staff, and produce submission-ready documents for senior management review.
- Take lead responsibility for overall proposal development and final submissions, ensuring accuracy and completeness of the final proposals and documents.
- Conduct ongoing prospect research to identify and evaluate opportunities aligned with agency mission and funding priorities, with an emphasis on government (federal, state, county) and private foundations.
- Manage calendar of all prospective and active grant proposals, including RFP bidder conference, LOI, application, proposal and report deadlines.
- Oversee reporting requirements of all grants and support others as needed to report on public grants and contracts.
- Work in close coordination with Grant Writer Consultants retained to expand writing capacity, when needed.

## **QUALIFICATIONS (Education, Experience and Certifications):**

- Bachelor's Degree in Public Administration, English/Journalism/Writing, or related field.
- Requires experience in winning government grants and contracts, including submitting major (\$100,000 or higher) Government grant applications using platforms/tools such as Grants.gov, eRA Commons, and similar.
- Proven track record in conducting research on grant opportunities/prospects, as well as conducting research and developing ideas for program models and evidence-based practices.
- Successful track record in writing/submittal of large Government grants.



# GRANT WRITER/MANAGER

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Possess excellent, persuasive written, and verbal communication skills.
- Ability to develop relationships and opportunities to advance equity, diversity and inclusion within SAY San Diego's workforce and throughout our programs.
- Demonstrated understanding of how to capture data points and facts in a narrative description.
- Proficient in diplomacy and external relations as needed to interface with executives in public agencies and foundations.
- Competency in maintaining accurate and detailed records.
- Ability to meet deadlines and manage multiple priorities.
- Capable of working both independently and collaboratively.

## **WORKING CONDITIONS:**

**ENVIRONMENT:** Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level. During COVID-19 SAY San Diego is requiring telework, so this position will require the employee to work from home and frequently connect and coordinate with others via email, phone and video conference.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

**MENTAL:** Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and able to provide professional leadership.

*The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*