

## Grant Writer

Los Angeles, CA

MALDEF is the nation's leading non-profit Latino civil rights law firm. Founded in 1968, MALDEF works to safeguard the civil rights of Latinos and to increase the community's ability to participate fully in American society. We currently seek a **Grant Writer** to oversee and administer all of the functions associated with maintaining and increasing funding for MALDEF's existing programs, future initiatives, and organizational administration.

### Job Responsibilities:

Under the supervision of the Vice President of Development, the Grant Writer prepares proposals and reports for obtaining grants from private foundations, corporations, individuals and other organizations. Coordinates and interfaces with internal departments and staff from funders. Researches funding patterns and opportunities from various sources and makes funding recommendations to the Vice President of Development. Writes persuasive and substantive grant requests and subsequent reports and ensures timely submission to funders. Writes acknowledgement letters and prepares other correspondence as needed. Maintains current data on and keeps abreast of MALDEF's legal and non-legal work to have background information for proposals and reports. The Grant Writer works closely with the Vice President of Development to research and identify funding sources, developing approach strategies, and preparing proposal and report packages. Maintains a tracking system to monitor grant proposal and report status including: submissions, responses, renewals and reporting requirements. Prepares monthly and quarterly reports, and maintains current and organized files.

### Qualifications and Experience:

Undergraduate degree from an accredited institution is required. Graduate degree preferred. A minimum of three years experience in a nonprofit setting, preferably in Development, Marketing or Public Relations that includes grant proposal and report writing responsibilities is also required. The successful candidate will possess: strong writing skills and verbal communications, the ability to meet deadlines and to work on multiple projects concurrently, the ability to work in a fast-paced environment, and strong interpersonal skills. In addition, he/she must be resourceful and creative and have the ability to understand target audience and apply ideas, thoughts and cases to relate MALDEF's work to those specific audiences.

### Knowledge, Skills, and Abilities:

The successful candidate will possess knowledge of PC computer operations, word processing, and at least one spreadsheet software type; general knowledge of relational database applications and familiarity with Raiser's Edge is a plus; and broad knowledge of local, state and national Latino issues and of the organizations and persons involved in them.

**Compensation:** Salary is commensurate with experience. MALDEF's generous benefits package includes: 100% employer paid medical, dental and vision for employees and their eligible dependents, short and long term disability insurance, term life insurance, 403(b) retirement plan with employer contribution and match, employee assistance plan, 11 holidays, and 20 days personal time off (PTO) per year.

**How to Apply:** Send cover letter and résumé and 3 to 5 page writing sample by email to [jobs@maldef.org](mailto:jobs@maldef.org). For ease of processing please title your email as follows: **Your Name – LA Grant Writer**. Attachments should be in .doc, .docx, .rtf, .txt or .pdf format. Incomplete applications will not be considered.

**Position Open Until Filled. ■ Equal Opportunity Employer**

For more information, visit: [www.maldef.org](http://www.maldef.org)

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