

**JOB TITLE:** Grant Writing and Compliance Specialist

**STATUS:** Full-time

**SUPERVISOR:** CEO

**SALARY:** \$65,000 Annually

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**POSITION SUMMARY:** This position will be responsible for agency-wide grant writing and reporting functions. Grant writing responsibilities include research, writing/editing, compiling supporting documents, and submitting/tracking proposals for public and private grant opportunities. This person will also ensure that the organization remains up-to-date on all regulatory and reporting requirements in accordance with state, federal and foundation funding regulations.

## **RESPONSIBILITIES**

- Research foundations, government, corporate, business or individual donor grant opportunities for mission alignment with identified programs, need and priorities.
- Design and implement grant program administration including tracking, budget and expense reports, queries, letters, timelines, renewals, acknowledgements and other necessary written collateral or records for the purpose of identification, cultivation and stewardship of external funders.
- Work closely with the CEO and other YWCA MC departments to identify needs and priorities and manage overall solicitation strategies regarding grant proposals.
- Maintain and update grants and other electronic records, paper files in relevant database according to agency protocols.
- Assist with the design and implementation of strategies to maintain and expand donor participation in collaboration with the Development Manager
- Conducts research among other 'like' related non-profits or collaborative partners to avoid duplication of funding efforts.
- Assist in the design, planning, implementation of fundraising events and campaigns as part of YWCA MC's Development Committee
- Attend preliminary and informational meetings relevant to grant development, submission, and /or ongoing reporting, as appropriate.
- Manage and grow a portfolio of grant funders to ensure a diverse revenue stream.
- Generate revenue for YWCA programs through timely submission of well researched, well written and well-documented grant/funding proposals.
- Develop and maintain an annual timetable for preparing and submitting proposal and for reporting grant results to funders.
- Other duties as required to ensure the overall operation and efficiency of the Development Department and the YWCA Monterey County programs as a whole.

- Work with all staff on data collection to comply with funding requirements.
- Maintain program data in agency database.
- Generate standard and custom program reports for funders, donors, and YWCA MC executive leadership.

**MINIMUM REQUIREMENTS for APPLICATION:**

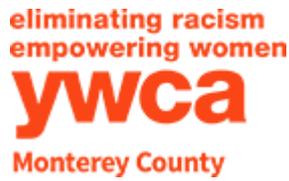
The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification.

**EDUCATION/EXPERIENCE:**

- Bachelors' degree in English, Communications, Public Administration or related field of study and related experience in a non-profit environment.
- Demonstrated experience in research, writing and submission of solicitations, preferably with grant proposals and requests, specifically local, state and federal government and or national foundations/corporations.
- Minimum one year of proven grant writing experience, including specific experience with government grants (federal, state and local).
- Understanding of local non-profit organizations, foundations and basic fundraising principles.
- Proficiency in use of Microsoft Suite (Excel, Word, PowerPoint) required.
- Experience with Salesforce or other CRM databases preferred.
- Bilingual (English-Spanish) a plus.
- Ability to work under pressure, independently and be self-motivated.
- Possess exceptional organizational skills and ability to prioritize multiple and varied tasks.

**ABILITY TO:**

- Plan, organize and schedule office priorities.
- Understand the organization and operations of the non-profit sector.
- Exercise judgement, initiative, tact, courtesy and discretion in dealing with all stakeholders.
- Work independently and set priorities.
- Maintain confidential data and information.
- Excellent written and presentation skills to include presentations to professional bodies and conference delivery to other providers.
- Analyze and cascade high level policies and research papers to other staff at appropriate level.
- Respect the diversity, inclusion and equity of all those we work with and represent.
- Be culturally aware at all times.



Driving license etc. Background check.

**CORE COMPETENCY REQUIREMENTS**

YWCA employees are team members who believe passionately in the work to support victims of domestic violence. The entire team, at its core, exhibit the following competencies:

- Deal effectively with ambiguity
- Compassion
- Adaptability
- Able to prioritize for self and clients
- Action oriented
- Solution focused
- Participate and build effective and accountable teams
- Transparency
- Client focused
- Empathy but boundaried

**PHYSICAL JOB REQUIREMENTS:**

- During working hours, employee may sit or stand for long periods.
- Lift objects up to 50 pounds from floor to waist level and carry for brief periods;
- Bend and stoop while filing or sorting through donations
- Twist and reach while working at safe house location;
- Must pass a TB clearance, background ID, and clean DMV Record check.
- Ability to travel within Monterey County when required.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

CEO: \_\_\_\_\_ Date: \_\_\_\_\_

**EEO Policy Statement**

It is the policy of the YWCA Monterey County to afford equal employment opportunities to all qualified individuals, without regard to their race, color, ancestry, religion, sex, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, gender identity or expression, or any other characteristic or status that is protected by federal, state or local law.