



There With Care of the Bay Area

Grant Writer Job Description

Founded in 2012, There With Care of the Bay Area's mission is to provide a wide range of meaningful and fundamental services to families and children during the critical phase of a medical crisis. We serve families referred by medical agencies in building a network of services and volunteers to help ease the burden of life's day-to-day obligations with compassion and care. Partnering with individuals and local businesses, There With Care acts as a conduit between people with the desire to help and those that are in need of help, uniting the community through the service of volunteers.

Role: Foundations and other granting organizations are a strategic part of There With Care's community that help us provide support to families with critically ill children. The Grant Writer ensures the granting community is aware of There With Care and has the ability to participate by financially supporting There With Care. The Grants Team proactively seeks new funding opportunities while building and nurturing existing relationships with local, regional and national foundations, community organizations, corporate foundations, and corporate social responsibility departments.

To this end the Grant Writer is responsible for researching potential grants, writing grant proposals and posting grant reports that provide granting organizations with which we engage a transparent and compelling look at the work being performed. This position also involves consistent interaction with the foundation community to raise awareness about There With Care.

This position is a part-time, remote position reporting to Development Director at There With Care of the Bay Area (bayarea.therewithcare.org) in the state of California.

Qualities:

- Grant writing experience with a proven track record of achieving revenue targets
- Strong organizational skills and the ability to manage a large amount of details that accompany grant writing and application submission
- Strong communication and intuitive skills to develop language needed for successful grant applications
- Savvy internet research skills, able to investigate granting organizations and assist in strategic analysis

- Ability to cultivate and nurture relationships with current and potential granting organizations
- Excellent storyteller, both verbally and through writing, and can educate the larger community about There With Care's mission and values and articulate impact of grant funds
- Interpersonal skills and a confidence in professional and informal settings to represent There With Care and our mission
- Ability to engage in regular interviewing cycles with the Executive Director, Development Director and the Program Coordinators to ensure that the most up-to-date information about There With Care is reflected in the narrative of grant applications and reports

Job Responsibilities:

- Performs the job in alignment with There With Care's core values.
- Collaborates with the Executive Director and Development Director to create an annual grant plan that is in alignment with the goals of the strategic development plan.
- Prospects, cultivates, and secures grants.
- Manages all follow up reporting requirements for received grants.
- Expresses a thoughtful 'thank you' to all There With Care granting organizations.
- Manages grant data and financial reporting.
- Follows established procedures and guidelines that are in place to protect the There With Care brand as it relates to marketing and public relations.
- When necessary, assists with additional tasks not anticipated, to help with the overall support of the mission of There With Care.

Compensation:

This is an hourly, part-time position estimated at 20-25 hours per week.

How to Apply:

Please submit your cover letter and resume to iris.sagi@therewithcare.org. Please put Grant Writer in your email subject line.

This position requires a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

There With Care is an Equal Opportunity Employer.

There With Care reserves the right to modify job responsibilities as described above when necessary. Employee has all rights as described in California State laws. Your Employment will be governed by our Employee Handbook. Please note that your employment is at-will and, therefore, may be terminated at any time by you or by There With Care, with or without cause.