



GRANT WRITER JOB ANNOUNCEMENT

TITLE	Grant Writer
FLSA STATUS	Non-Exempt
PAY CLASS	Part-Time
REPORTS TO	Grant Manager
LOCATION	Santa Ana, California

Job Summary The primary role of the Grant Writer is to support the grant strategy, design, and production efforts of the organization and its clients. Areas of activity include funder research, grant writing, and proposal development.

Education/Experience Requirements Minimum requirements include:

- 2-3 years of grant writing experience in the nonprofit sector, or 3-5 years of academic, creative, and/or technical writing and publication required.
- Excellent written, verbal and interpersonal communication skills.
- Excellent attention to detail and accuracy.
- Strong project and time management skills.

Compensation \$25-\$26 per hour

Benefits

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- Part-time employees (29 hours per week or less): paid sick leave

Company Summary

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector



infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

Applications: Please send cover letter and resume to HR@charitableventuresoc.org.

Charitable Ventures is committed to the principle of equal employment opportunity.