



GRANT SPECIALIST JOB ANNOUNCEMENT

TITLE	Grant Specialist
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time
REPORTS TO	Grant Manager
LOCATION	Santa Ana, CA

Job Summary The primary role of the Grant Specialist is to provide management and strategy support to the Charitable Ventures grants department, a critical division of Charitable Ventures consulting services. In addition to directly providing research, writing, editing, and planning services to grant clients, the Grant Specialist is also responsible for production planning, account management, writer assignments, and internal process improvements. The Specialist will help the Grant Manager manage client activity and ensure that work is completed within prescribed time frames and funding parameters and to the company's standards. The Grant Specialist also provides feedback and support to the larger development team in support of project development initiatives, or CV's own grant strategy, in addition providing internal staff trainings.

Education/Experience Requirements

Education:

- Bachelor's degree required; advanced degree preferred

Experience:

- Three (3) years of project management and grant writing experience in the nonprofit sector required; four (4) years preferred
- Experience interacting with and supporting multiple clients
- Collegial, collaborative work style required
- Supervisory or project/team leadership experience desirable

Core Competencies:

- Excellent interpersonal communication skills
- Strong project and time management skills
- Exceptional writing skills and attention to detail and accuracy
- Ability to multi-task and produce content under deadlines
- Highly organized with ability to independently plan and prioritize work
- Experience with and passion for the work of the nonprofit sector



Desired Characteristics:

- Heart for our mission
- Client and Community Oriented
- Curious
- Analytical
- Works well in a team
- “I can do it” attitude
- Calm under pressure
- Sense of humor

Compensation \$28- \$31 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.