



GRANT WRITER JOB ANNOUNCEMENT

TITLE	Grant Writer
FLSA STATUS	Non-Exempt
PAY CLASS	Part-Time
REPORTS TO	Grant Manager
LOCATION	Santa Ana, California (Hybrid Schedule- remote and on-site work required)

Who is Charitable Ventures?

Charitable Ventures was created to make sure nonprofits are resilient, effective and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially and economically just, our employees guide and design strategies to effectively address those needs.

Do you have a passion for writing and helping nonprofit organizations find funding sources to support their programming?

If so, your passions align with the Charitable Ventures mission!

What are we looking for in our next team member?

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Develop and update grant application templates for funders
- Write, develop, and edit grant letters of inquiry and proposals
- Research funding sources that match specific projects and programs
- Develop and update grant narratives for client organizations
- Conduct research on community needs to include in needs statements within grant proposals
- Record work on and completion of grants and projects in company system
- Support Grant Department as needed in regard to production planning, client reporting, grant status auditing, systems.
- Support the critical work of the social sector?
- Work with like-minded people?



If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.

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, client reports, and proposal development.

What are the desired qualifications?

Education:

Bachelor's degree in English, Communication, Nonprofit Management, Creative Writing, or related field required. Advanced degree preferred.

Experience:

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.

Compensation Commensurate with experience, education, and market (\$26.50 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
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**

Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!

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. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.