



Homies Empowerment

Headquarters
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Grant Writer

Summary

The Grant Writer position will play a key capacity building role in securing revenue during a critical period of growth at Homies Empowerment. This position joins the Leadership Team as a critical teammate that can drive all grant related activities while collaborating with others doing external fundraising.

Minimal Qualifications

1. 3-5 years grant writing experience with a track record of securing public and private funding.
2. 3-5 years public and private funding management and reporting experience.
3. Understanding of the Oakland and Alameda County nonprofit fundraising landscape.

The ideal candidate has a deep commitment to aligning all fundraising practices to our values, especially around solidarity, not charity and to providing empowering leadership in a clear, concise, positive, inclusive and culturally sustaining way. The ideal candidate leads with compassion, is organized, confident, encouraging, reliable, solution-oriented, receives feedback openly, and represents the HOMIES organization in a good way.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Collaborate with all teams to identify program funding needs and priorities.
2. Research, identify, cultivate, and solicit grant opportunities from public and private sources.
*Experience with federal grant reporting is a plus.
3. Draft high quality grant narratives, applications, and supporting documents based on funding requirements.

4. Project manage the proposal writing and submission process to ensure timely submission of all required materials.
5. Maintain and develop relationships with funders, partners and other stakeholders.
6. Develop and maintain a proposal calendar.
7. Complete all reporting requirements.
8. Work with other teams to compile financials and data.
9. Work with program leaders to track data and outcomes related to grant submissions
10. Refresh and organize grant toolkits, including updating boilerplate language and attachment files.
11. Develop annual fundraising strategy.
12. Develop and understand donor cultivation strategies.
13. Exceptional written, verbal and organizational skills and ability to handle record keeping.
14. Work closely with Homies Empowerment team to brief and check-in and maintain accountability for all.

Required Skills

1. Strong communication skills.
2. Ability to approach and engage people in a caring and respectful manner.
3. Ability to work well under multiple and competing deadlines.
4. Handle confidential and sensitive information.
5. Research and decision making skills.
6. Integrity and honesty.

Position Type and Expected Hours of Work

This is a Full-Time position: 40 hours a week. Days and hours of work are Monday-Friday. Salary ranges from \$70,000 to \$80,000 based on experience. This position includes full healthcare benefits; dental, vision and healthcare.

Featured Benefits

- 10 days of paid time off for your mental wellness and those dates are of your choosing.
- Over 6 weeks of paid time off of vacation days throughout the calendar year.
- 24 sick hours given upfront and accrued at hire date anniversary

About Homies Empowerment Community

The Homies staff is partly a leadership team with dynamic leaders and a deeply caring staff. As part of what you receive is a work environment where people want to serve the community in a good way and are always learning how to take care of each other and ourselves in a good way too.

We truly value you, our team and our community. At Homies we try to ensure that your entire experience here is one of love and encouragement as we struggle together through societal hardships to collectively attempt to create a sacred community for all of us. We are a learning organization that is always attempting to create the best working conditions possible for our people. If all of that matters to you and speaks to you, maybe that is worth the equivalent or even more than if we could afford a higher salary. We hope to get to the place where we can pay our people the best wages possible in all sorts of ways.

To Apply

Take some time to learn about us at our website. Write a letter that lets us know who you are, your professional experience, and why you are in alignment with this position and with Homies Empowerment. Send a cover letter and your resume with 3 references and their contact information to HomiesEmpowerment@gmail.com

Please keep in mind that Homies Empowerment is a people-of-color led organization and we are looking for candidates who understand and reflect why that is critical in our community. We are looking for folks who are looking to answer a call to solidarity and not just someone who is looking for a job. Please review HOMIES before applying. Learn more about us at www.HomiesEmpowerment.com