



Position Title: Grant Writer
Location: San Diego Office

CDC Small Business Finance Corporation (CDC) is a certified U.S. Small Business Administration lender and a national leader in SBA lending, receiving various awards for performance excellence over its 38 year history. As an economic development organization, CDC has developed a number of lending and business advising programs focused on underserved communities in San Diego and throughout the State of California. These programs are supported via programmatic and product income as well as grants. CDC is looking for a proactive, self-starter to assume the responsibilities of Grant Writer for the ongoing development and expansion of CDC's programs. CDC is a mission-focused non-profit organization that offers a competitive salary, excellent benefits, and a friendly work environment.

Primary Responsibilities

The Grant Writer will report to and work closely with the EVP of Economic Development to; support the current pool of funders; attract new sources of funding; write and develop all grants and supporting material and assist in the writing of strategic initiatives. This position will work closely with the senior members of each program team as well to capture, write and position CDC's proposal submissions as strongly as possible.

- Manage and maintain CDC's list of existing funding partners with grant and proposal deadlines
- Continually monitor new fundraising and grant-making initiatives that are relevant to CDCs mission
- Participate in program development with Directors and Managers as it relates to the pursuit of new funding opportunities and the preparation of funding proposals
- Draft and review grant requests
- Set up, and with EVP, attend meetings with funders and potential funders, as requested
- Write 20+ grant proposals of various lengths annually:
 - Write 2-3 proposals each year for government funders such as the US Small Business Administration, City of San Diego and the Community Development Financial Institution Fund
 - Write 13+ proposals each year to financial institutions
 - Write 5-6 proposals each year to foundations and other funding organizations to support CDCs Business Advising and community lending programs
- Work with the Reporting and Monitoring Department to manage the calendar of when reports are due and assist in preparing to get reports submitted on time

Minimum Qualifications

- Minimum 5 years of experience in nonprofit grant writing/fundraising.
- Interest in and passion for working within the field of economic development and supporting small businesses
- Strong grant writing and editing skills with demonstrated experience in obtaining federal, state, local and foundation grants
- Demonstrated ability to effectively engage senior staff and board in solicitation and cultivation activities
- Demonstrated ability to generate and deliver persuasive and clear written and verbal communications, with strong presentation skills
- The ability to develop and understand program and organizational budgets
- Professional demeanor capable of working with, and gaining the respect of, senior-level business people
- Self-starter willing to take initiative, but also works well in a team
- Proficiency with MS Office suite.
- Experience working in deadline-driven environments
- Able to work well in a team environment
- College degree

Additional Information

BENEFITS include:

- Medical, Dental, Insurance Plans for Employees and Family
- Paid Term Life Insurance and Accidental Death and Dismemberment Insurance Plans
- Paid Short/Long-Term Disability Insurance Plan
- Paid Employee Vision
- 401(k) Retirement Plan
- Flexible Spending Accounts for Medical and Dependent Care (Section 125)
- Competitive salary plus incentives; dependent on experience

Submit resume and 3 relevant writing samples to ehebert@cdcloans.com.