



## JOB ANNOUNCEMENT

### Grants Officer (Full-time, Exempt)

**Organizational Overview:** Opportunity Fund was founded on the principle that a little seed money and the right financial advice can drive permanent and lasting change in the lives of Californians. As California's largest microfinance provider, and a national leader in the microfinance movement, Opportunity Fund has helped thousands of people make basic yet transformative changes in their economic well-being. By offering microloans to aspiring entrepreneurs, and savings incentives to families and prospective college students, we provide the essential boost to empower individuals to reimagine their futures.

Certified by the U.S. Treasury, Opportunity Fund has a staff of 65 and offices in San Jose, San Francisco and Los Angeles. Since making our first loan in 1995, our team has deployed over \$310 million into low-income communities—and we are just getting started. Our vision is that all Californians have access to empowering financial products to improve their lives. To achieve this vision, Opportunity Fund seeks new members for our team who believe strongly in bringing economic opportunity within reach to everyone in our state.

#### Position Summary:

Opportunity Fund is seeking a highly qualified, highly motivated Grants Officer to be responsible for securing revenue from foundation, corporate, and government sources. Under the general direction of the Major Gifts Director, the Grants Officer will manage, write, and submit grant proposals and reports and will conduct other cultivation and solicitation activities as required for institutional donors. The Grants Officer will ensure timely and accurate maintenance of all foundation and corporate gifts and government funding, including tracking donor information, solicitation, and recognition activities. The Grants Officer will also be responsible for tracking pledges, payments, reporting, and timely acknowledgement.

The ideal candidate will have excellent communication skills, both written and verbal, and will have the ability to convey complex, strategic information in a compelling, straight-forward voice to both internal and external audiences. The candidate must have excellent organization and time management skills and have strong attention to detail. The ideal candidate should enjoy working directly with donors, as well as working behind the scenes to support fundraising activities. The candidate should also thrive in an entrepreneurial environment, be a great team player, and be enthusiastic about furthering Opportunity Fund's mission.

#### Responsibilities:

- Conduct the full range of activities required to prepare, submit and manage grant proposals to institutional (foundation, corporate and government) sources.
- Serve as lead writer for grant proposals and reports.
- Create and manage annual calendar and timelines for institutional funding proposals and reports.
- Maintain accurate and timely institutional funding pipeline and data for Development dashboard.
- Perform prospect research and initiate relationships in conjunction with Major Gifts Director as appropriate.
- Manage reporting schedule for all foundation and corporate funders and prepare and submit required reports.
- Assist Chief Compliance Officer with narrative and other requirements for government reports and compliance.
- Work with program and finance staff to communicate and assure compliance with all grant restrictions and reporting requirements, and to gather information necessary for grant reports.

- Arrange for site visits for corporate and foundation funder representatives as appropriate and assist Chief Compliance Officer with site visits from government representatives.
- Assist Major Gifts Director, Chief Development Officer, and/or Chief Executive Officer with relationship management of institutional donors and prospects. Assist with cultivation events and attend meetings with donors as necessary.
- Manage all foundation, corporate, and government source records in database and ensure that all contact and funding information is current and accurate.
- Ensure that all institutional donors are acknowledged quickly and appropriately.
- Work with Development and Marketing teams to provide input for written materials as necessary.
- Assist with other fundraising projects as requested.

**Qualifications:**

- Superior written and interpersonal communication skills; ability to write and communicate clear, structured, articulate, and persuasive proposals.
- Strong editing skills, excellent attention to detail, and ability to use data to create strategic and compelling arguments.
- Familiarity with financial information, including ability to create and/or evaluate grant budgets.
- Complete proficiency with Microsoft Office applications required. Experience with Salesforce database preferred.
- Ability to work independently and successfully manage multiple projects with competing deadlines.
- Strong contributor within a team environment.
- Experience with foundation, corporation and governments prospect research and proposal development or comparable experience preferred.
- Enthusiasm for Opportunity Fund’s mission of helping working people advance their economic well-being.
- 3-5 years of grant writing, research, or equivalent experience required.
- Bachelor’s degree from a four-year college or university required.
- Ability to travel within San Francisco Bay Area several times a month, including occasional evening or weekend events.

**Compensation, Benefits and Office Location:**

- Competitive salary commensurate with experience.
- Medical, Dental, Vision, Life & Disability coverage 100% company funded for employees. Family coverage also available.
- Tax deferred 403(B) retirement plan (some employer contribution & matching);
- Paid vacation (increased with tenure), holidays and sick leave days.
- Public transportation or paid parking benefit.
- Location: Opportunity Fund’s San Jose Office, with weekly trip to San Francisco office and occasional trips to Los Angeles office as necessary;

**To Apply:** Interested candidates should email [jobs@opportunityfund.org](mailto:jobs@opportunityfund.org) with a resume and thoughtful cover letter that explains interest in the position and organization, and how your skills and experience meet the requirements of the position. Please specify “Grant Officer” in the subject heading line.

Diverse candidates are encouraged to apply. Opportunity Fund is an Equal Opportunity Employer. [www.opportunityfund.org](http://www.opportunityfund.org)