



## Transforming Lives through Entrepreneurship

### JOB DESCRIPTION

Position: Grants Writer/Grants Manager  
Reports to: Development Director  
Works with: CEO, Development Assistant and Program Staff  
Location: San Francisco, California

Renaissance Entrepreneurship Center ([www.rencenter.org](http://www.rencenter.org)) is a 501(c)3 nonprofit working to create sustainable economic development through small business ownership. Through our five Centers and off-site programs, we deliver high-quality business training and support services to socially and economically diverse men and women striving to become financially self-sufficient through entrepreneurship.

Renaissance seeks an experienced Grant Writer to join our development team and enhance our ability to secure new and continuing sources of funding. Reporting to the Development Director, the Grant Writer is responsible for supporting Renaissance's annual fundraising goals through securing grants from corporate, foundation and government sources. Our new colleague will research, prepare, submit and track grant proposals; s/he enjoys working in a fast-paced, dynamic team environment and brings great attention to detail, the ability to multitask, a high level of organization and excellent communication skills, both written and verbal.

#### **Essential Duties and Responsibilities**

Responsibilities include: researching and writing grant proposals and reports; developing and tracking prospective funders; stewarding relationships with foundation, government, and corporate funders; supporting our marketing efforts; assisting with funder site visits, managing our calendar of grant deadlines. Essential functions of this position are approximately 70% grant writing, 20% grants administration, 10% other development activities and includes:

- Implementing a comprehensive foundation, corporation, and government grants strategy to meet organizational funding goals.
- Administering the full cycle of the grant process for a portfolio of foundation, corporation, government and corporate grants.
- Identifying and securing new foundation, corporate and government funding streams.
- Working with staff from all Centers to match funding sources to departmental needs and develop grant proposals.
- Writing and submitting interim and final reports.
- Establishing personal contact and stewarding grantor relationships, meeting funder needs for information on Renaissance's progress and impact.
- Overseeing and providing coordination for existing grant awarded or funded projects.

- Writing and supporting copy for marketing efforts, including the *Renaissance Report*, an organization-wide quarterly report to funders and prospective donors.
- Assist with other Development and Fundraising duties as necessary.
- Performing other duties optimizing our development department and Renaissance's philanthropic culture.

**Skills and Qualifications:**

- Superior writing skills. The ability to craft a clear, concise and persuasive argument and express oneself clearly, succinctly and persuasively in writing.
- Familiarity with the local, regional and national institutional funding community.
- Bachelor's degree required.
- At least five years of fundraising experience with three years of dedicated grant writing experience.
- Demonstrated success in securing annual institutional funding and meeting fundraising goals.
- Self-motivated, possessing the ability to take direction and complete projects independently, as well as work on several projects simultaneously.
- Superior time-management skills, interpersonal and organizational skills
- Outstanding grammar and research skills.
- Knowledgeable of current trends in prospecting techniques.
- Familiarity with proposal development processes.
- Able to perform well in fast and dynamic environment.
- Interest or experience in entrepreneurship and economic development a plus.
- Excitement with new opportunities and willingness to take initiative to ensure a project succeeds.
- Proficiency with Salesforce, and the Adobe Creative Suite is preferred.
- Ability and willingness to work collaboratively with program and development staff and experience working in team environments.

**Salary and Benefits:** This full-time, exempt position includes a competitive salary based on experience with benefits that include medical and dental insurance, 401K, paid time off, and holidays.

**Application Process:** Please send a cover letter (one page), resume (no more than two pages), short writing sample (two page maximum) and LinkedIn profile address (if available) to Amy Harris at [jobs@recenter.org](mailto:jobs@recenter.org). Please note "Grant Writer/Grant Manager" in the subject line of your email. No telephone calls or personal inquiries please.

*Renaissance Entrepreneurship Center is an equal opportunity employer committed to diversity with respect to age, ancestry, color, ethnicity, gender, marital status, medical condition, national origin, race, sexual orientation, veteran status and physical abilities.*