



**Position:** Grants Officer  
**Reports to:** Chief Development Officer (CDO)  
**Department:** Fund Development  
**Location:** San Francisco, California  
**Position Type:** Full-time, Exempt  
**Start Date:** Monday July 11, 2016

Working Solutions ([www.workingsolutions.org](http://www.workingsolutions.org)) is a Community Development Financial Institution (CDFI) whose mission is to provide capital and consulting to help entrepreneurs start or grow small businesses. We prioritize serving low-income individuals, women, and minorities. We support microenterprise growth as a strategy to strengthen the local economy, create jobs, and build strong communities. We provide small business loans (microloans) from \$5,000 up to \$50,000, five years of post-loan business consulting, and referrals to small business resources. The organization was established in 1999 and launched its microenterprise development program in 2005. Since then, Working Solutions has invested over \$10 million in loans and grants in local small businesses, and we've educated thousands of entrepreneurs, resulting in more than 1,400 local jobs. Working Solutions has a growing team of 16 full-time employees with headquarters in San Francisco and satellite offices in San Rafael and Oakland.

### **Position Overview**

Reporting to the Chief Development Officer, the Grants Officer will be responsible for raising funds from corporations, foundations, and government sources in accordance with the organization's annual budget and strategic plan. S/he will work closely with the CDO and the CEO to identify, research, and track institutional funding prospects and apply for grants and fundraising opportunities, with the goal of increasing overall institutional support for the organization. S/he will also be responsible for grant compliance and will manage a calendar of on-cycle reports as well as off-cycle funder updates. S/he will work with the CDO and the finance department to create budgets for grant proposals and reports and will also coordinate with colleagues on the program, operations, and marketing teams. S/he will have excellent time management skills, be extremely organized, and be comfortable managing multiple deadlines.

### **Key Duties**

#### Prospect Research:

- Research potential corporate, foundation, and government funding sources, maintain accurate prospect records, and manage proactive outreach calendar;
- Create funder briefings for CEO and CDO, including specific 'pitch' recommendations tailored for each funder or funding opportunity;
- Consult with CDO to prioritize grant opportunities and proposal submissions;
- Support CEO and CDO in developing strategies for the cultivation, solicitation, and stewardship of government, corporate, and foundation gifts.

#### Grant Writing and Compliance:

- Write and submit letters of intent and full grant proposals, including budgets and supporting documents, to secure new donors and renew support from existing donors;



- Gather information from internal and external sources to ensure that proposals and reports are both compelling and accurate;
- Work with program staff to identify fundable program initiatives, develop proposals, and ensure that funded programs comply with grants.

#### Administration:

- Maintain an Institutional Giving Calendar to ensure that all proposals are submitted and all grant reporting requirements are fulfilled in a comprehensive and timely manner;
- Work with the CDO to set quarterly, annual, and longer-term objectives and strategies in support of annual fundraising goals and the overall strategic plan;
- Maintain grant files and supporting materials in both hard copy and digital formats, including corresponding data entry for CRM database;
- Coordinate with finance and operations team to ensure smooth onboarding of grants and seamless reporting and compliance;
- Ensure grant or gift stewardship, including gift acknowledgements, corporate benefits, and appropriate recognition in programs and other materials.

#### **Qualifications**

- Bachelor's degree and four (4) years of nonprofit fundraising experience, including at least two (2) years of experience with institutional gifts
- Grant writing, budgeting, and prospect research experience
- Exceptional and demonstrated communication skills, written and verbal
- Exceptional attention to detail, well organized, and thorough
- Experience with CRM software, preferably Salesforce
- Excellent interpersonal skills with the ability to communicate a compelling and inspired sense of purpose to external stakeholders and to build buy-in from team members
- Flexibility to incorporate feedback from staff, Board, and other stakeholders
- Ability to complete multiple tasks, priorities, deadlines, and responsibilities effectively
- Ability to work independently and cooperatively with staff, volunteers, and clients in a culturally diverse, fast-paced environment
- Ability to be a self-starter and take initiative
- Knowledge of the field of entrepreneurship, microenterprise, and small business development preferred
- Fluency in Spanish or another language in addition to English is preferred

#### **Salary Commensurate with Experience**

**Excellent Benefits:** Including but not limited to medical, dental, vision, 401(k), commuter checks, and generous holidays. *This position is based in San Francisco.*

**Application Deadline:** Tuesday, July 5, 2016.

Please email resume, brief (<1 page) writing sample, and cover letter with the subject line "Grants Officer" to [jobs@workingsolutions.org](mailto:jobs@workingsolutions.org).

*No phone calls please.*

Working Solutions is an Equal Opportunity Employer.

**[www.workingsolutions.org](http://www.workingsolutions.org)**