



Grant Writer

As a Grant Writer, you will focus your efforts on researching and writing corporate, foundation, and government grant and contract proposals; maintaining the grants database and calendar; and generating reports and status updates for internal and external use. This is a hybrid, 20-25 hour a week position with paid time off.

The Grant Writer will report to the Chief Data and Research Officer, while working collaboratively with the Chief Development Officer, and the Chief Programs Officer. This position requires you to be highly organized and to have a willingness to gain knowledge of the programs and services that SCS provides. You will need to be comfortable working both independently and as part of a team.

Salary Range: \$35- \$45 per hour, based on experience

DUTIES & RESPONSIBILITIES

- Prepare, submit, and manage grant proposals to private foundations, corporate foundations, and local, county, and federal government agencies
- Record and track dates, documents, and details in the organization's grants/contracts database
- Research and identify new opportunities for grant applications
- Maintain proficient knowledge of SCS history and programs and financial needs
- Support the Chief Officer of Data and Research with grant reporting

QUALIFICATIONS

- Strong writing and organizational skills and attention to detail
- Ability to develop relationships and work collaboratively with key stakeholders
- Ability to understand and interpret a variety of instructions furnished in written or oral form, ensuring clear understanding and accurate implementation

- Proficient with MS Office Word and Excel

EDUCATION

- Bachelor's degree in English, communications, creative writing or experience in related field strongly preferred

PHYSICAL REQUIREMENTS

- Often required to sit in a stationary position, and repeated use of wrists, hands, and fingers for typing, writing, and holding objects (pens, pencils, phone, etc.).
- Vision abilities required by this job include distance for safety and close vision for reading, computer, etc.

HOW TO APPLY

Please submit a resume and cover letter to jobs@svcommunityservices.org. Sunnyvale Community Services is an Equal Opportunity Employer and is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, contractors, vendors, and clients.

SCS requires ALL employees to be fully vaccinated against COVID-19, including a first booster.