

## **Grant Writer – Los Angeles Universal Preschool (LAUP)**

Location: **888 S. Figueroa St. , Suite 800, Los Angeles, CA 90017**

### **General Summary:**

Under the general direction of the Director of Fund Development, this position will seek sustainable revenue from private foundations, corporations and public (government) sources through various methods. Provides leadership and executes an effective grants solicitation program. Ensures timely and accurate maintenance of all foundation and corporate gifts, solicitation and donor information, and ensures tracking and fulfillment of pledges, donor recognition activities, receipting and timely acknowledgement. This position will also provide business intelligence reports to analyze the effectiveness of the Fund Development department's efforts.

### **Tasks/Major Responsibilities:**

- Research foundations and corporations most capable to meet needs and most favorable toward LAUP goals.
- Prepares grant submission schedules.
- Develop grant proposal to foundations and corporations (Including research, writing, and follow-up).
- Prepares progress reports and all other communication with assigned donors (thank you letters, receipts, etc.).
- Efficiently utilizes Raiser's Edge software.
- Assist with research and development of federal, state and local government grant proposals
- Calculates funding projections from foundations and corporate giving programs.
- Recruits and manages grant writing interns.
- Monitors trends and opportunities for grant development.
- Works with Director of Fund Development and the Manager of Major Donor Development to research LAUP Board and key staff members of foundations and corporations; matches with relationship maps; prepares information for personal contacts within LAUP's networks.
- Works with Manager, Major Donor Development to prepare major donor giving reports for foundations.
- Works with program directors to determine funding need details and budgets.
- Works with program directors to prepare fund allocation reports to granting foundations.

- Coordinates site visits between donors and LAUP leadership staff.
- Other duties as assigned.

**Skills for Tasks/Major Responsibilities:**

- Excellent writing and editing skills.
- Solid computer skills and proficiency in word processing, data base management, spreadsheets, and Internet research tools.
- Maintain and keep up-to-date database of prospects and current funders.
- Knowledge of foundation research databases and tools.
- Strong communications, organizational, and interpersonal and facilitation skills.

**Additional Skills:**

- He/She must have strong computer skills including experience with Raiser's Edge and/or other development software; verifiable competent data base management experience.

**Required Experience:** A minimum of 2-5 years in related employment.

**Formal Education:** A Bachelors degree is required. A Master's in a field related to development is preferred.

**Critical Success Factors:**

- Knowledge of the non-profit sector, foundations, and other grant-making bodies
- Strong Organizational and administrative skills
- The ability to plan, set goals and objectives and then organize and follow through.
- Ability to think strategically, plan, set goals and objectives and to organize and follow through.

**To Apply:** Please visit our website at [www.laup.net](http://www.laup.net) and click on the "Career Opportunities" link on the left-hand navigation bar, which will lead you to information about our benefits. Then click on the "Employment Opportunities" link on the left-hand side of that page. On the "Employment Opportunities" page, you can use the drop down menus to search by location to find a particular opening. Click "Any" in the Location drop down menu to see all open jobs. Once you have located this posting, please follow the prompts to create a profile and apply for one or multiple openings.

LAUP is an Equal Opportunity Employer.