



## Grant Writer

Location: Remote from anywhere

Part-Time: Independent Contractor

Term: Up to 3 months with potential to extend the contract based on success.

Hourly Rate: \$25 per hour

Hours per week: 5

The person in this role is expected to commit 5 hrs per week for the first 3 months, and then the scope will be reevaluated as hourly or project based.

### **About Us:**

San Diego Breastfeeding Center Foundation is a small but impactful nonprofit dedicated to promoting breastfeeding equity. The mission of San Diego Breastfeeding Center Foundation (SDBFCF) is to reduce socioeconomic and racial disparities in chest/breastfeeding support by increasing access to qualified lactation consultants for marginalized groups, such as BIPOC individuals and low-income families.

Our strategic goals are to (1) increase representation of lactation consultants and clinicians in the lactation field, (2) meet the need of the community through low-barrier direct care and (3) expand access to lactation support around San Diego County by reducing or eliminating chest/breastfeeding deserts.

### **Job Overview:**

We are seeking a motivated and experienced Grant Writer to join our team on a part-time basis as an independent contractor. The successful candidate will report to the Executive Director and play a crucial role in securing funding opportunities to support our programs and initiatives aimed at advancing lactation equity.

### **Responsibilities:**

#### **Research and Identify Funding Opportunities:**

- Create and maintain a grant calendar with potential, new and existing grants
- Conduct thorough research to identify potential grant opportunities that align with the organization's mission and goals.
- Stay informed about relevant grant programs from government agencies, foundations, and other funding sources.

**Proposal Development:**

- Write compelling grant proposals and letters of inquiry to secure funding for specific projects and general organizational support.
- Collaborate with staff and community partners to gather information necessary for proposal development.

**Grant Submission:**

- Ensure timely submission of grant applications, adhering to all guidelines and deadlines.
- Maintain accurate records of submissions and follow up on the status of submitted applications.
- Manage reconciliation of grant and donation records with financial records and manage grant acknowledgment letters and agreements

**Grant Reporting:**

- Work closely with staff to collect and compile data for grant reports.
- Submit comprehensive and accurate grant reports in a timely manner.

**Relationship Building:**

- Cultivate positive relationships with funders and potential donors.
- Communicate effectively with grant-making organizations to enhance partnerships and collaborations.

**Qualifications:**

- Proven experience as a grant writer, with a successful track record of securing grants for nonprofit organizations.
- Strong research skills to identify funding opportunities.
- Excellent written communication skills, with the ability to craft clear and compelling proposals.
- Detail-oriented with the ability to meet deadlines.
- Familiarity with issues related to breastfeeding equity is a plus but not required.
- Grad students are encouraged to apply!

**How to Apply:**

Interested candidates should submit a resume, a cover letter detailing relevant experience, to [info@sdbfcfoundation.org](mailto:info@sdbfcfoundation.org); second round applicants will be asked to provide a writing sample of a grant proposal.

Please include "Grant Writer Application - [Your Name]" in the subject line. The application deadline is November 11, 2024 at 11:59pm PST

San Diego Breastfeeding Center Foundation is an equal opportunity employer. We encourage individuals from diverse backgrounds to apply.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it.

If you need assistance or an accommodation due to a disability, please email us [info@sdbfcfoundation.org](mailto:info@sdbfcfoundation.org)