

LIFE INVESTMENTS

Title: Grant Writer
Location: San Diego, CA
Employment Status: Full Time, Non-Exempt
Reports to: Executive Chef, Shannon Davis

Organization Description

Life Investments is a nonprofit organization based in San Diego that provides culinary arts training and entrepreneurial skills to disadvantaged youths, Veterans, and returning citizens – that are transiting from incarceration into society. Founded in October 2005 through the vision of Shannon Davis, an experienced culinary professional who noticed the absence of entrepreneurial developmental programs, Life Investments provides training to individuals who are seeking job skills and assistance needed to pursue a successful career in culinary arts. Life Investments is committed to providing access to a robust, practical learning experience which helps individuals acquire real life entrepreneurial skills. Our organization creates real life job opportunities for those who otherwise may not have access to this kind of career path.

Since its inception, Life Investments has provided new career and immediate employment pathways to youth and young adults who want to be skilled in all levels of the food service and the hospitality industry. Our aim is to contribute to the growth of the next generation of business entrepreneurs. Over the years, these vocational training efforts and skills developmental programs have produced professional employees capable of staffing quality hospitality and food preparation interests to anyone, wherever they are. By offering programs at all levels of the food service industry, Life Investments caters to a wide range of individuals, from aspiring chefs to seasoned professionals seeking career advancement. This approach builds a diverse and talented pool of culinary experts who can contribute to the industry's growth and success. As the food service industry continues to evolve, our organization's contribution to developing skilled and certified chefs will play a vital role in shaping its future.

Position Description

This position works closely with leadership to support procuring and securing financial resources via government and foundation grants and individual donations for the work of Life Investments. The Grant Writer is responsible for managing a comprehensive grants plan conducting the full range of activities required to prepare and submit timely, accurate, compelling, polished proposals (including budgets) to foundation, corporate, and government sources. This includes tracking program funding needs and strategy; prospect research; maintaining the calendar of grant applications; project management for grant applications; writing, preparing, and submitting Letters of Interest (LOIs) and grant applications; calendaring, tracking, and submitting grant reporting on grant deliverables; tracking all documents and program information required by funders; maintaining grants tracking, filing, and database entries; summary of awarded applications & project management of award signature process; developing and fostering relationships with public and private grant makers; and ongoing funder communications.

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Duties

- Research, develop, track prospects, write inquiries, letters, proposals documents.
- Identify potential sources of funding including identifying prospective opportunities, reviewing guidelines, following-up on leads, developing proposals/other request concepts.
- Write accurate and interesting inquiries, letters and proposals requesting funds from individual, corporate and foundation prospects.
- Write acknowledgement letters and reports to corporate and foundation donors.
- Identify new funders to support programs.
- Meet with program staff to determine funding needs and program planning.
- Ensure that all drafts and feedback are completed in a timely manner and that all submissions and correspondences are completed on time.
- Track and monitor proposals, their deadlines, and requirements.
- Maintain tracking system for grant, renewal, and report deadlines.
- Monitor results of written requests, such as proposal acceptance rate.
- Maintain accurate computer and hard copy records.

Qualifications

- Three (3) years grant writing and reporting experience in a government/non-profit setting.
- Bachelor's degree in related field preferred
- Knowledge of and or passion for food, food distribution and food access.
- Strong written communication and relationship building skills: demonstrated ability to write clear, structured, articulate and persuasive proposals.
- Attention to detail, strong editing and organization skills with the ability to meet deadlines.
- Motivated self-starter with the ability to work independently or as a team with purpose and accuracy in a fast-paced environment.
- High proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Maintain orderly work environment and perform tasks in a prescribed and safe manner.
- Maintain and improve professional skills and knowledge.
- Establish and maintain cooperative working relationships with agencies and individuals.
- Be flexible and receptive to suggestions, input and change.
- Candidate must be able to lift up to 50 pounds and write by hand and use keyboard to perform general office functions.
- Ability to communicate by speech and hearing continuously, visual acuity needed for detail work/computer use with the ability to sit for extended periods of time.
- Establish and maintain cooperative working relationships with agencies and individuals contacted during performance of job duties.
- Candidate must be able to lift up to 50 pounds and move within an office environment.
- Ability to write by hand and use keyboard to perform general office functions.
- Ability to communicate by speech and hearing continuously with visual acuity needed for detail work, and computer use, including the ability to sit for extended periods of time.

To Apply

Please send your resume and cover letter to Executive Chef Shannon Davis at Chefshannon@yahoo.com. Include "Grantwriter Application" in the subject line.