

TITLE: GRANT WRITER

Boat People SOS, Inc. (BPSOS), a national Vietnamese-American community-based organization with 6 branch offices nationwide, is looking for a grant writer who can perform the vital role of tracking funding opportunities and developing grant proposals to support BPSOS' mission, goals, and objectives. This staff member will work with branch managers and other grant writers to ensure that grant proposals are well written, meet the requirements of funding sources and are submitted on time.

REPORT TO: Chief Operating Officer

RESPONSIBILITIES:

1. Maintain development calendars, including database of requests for proposal and timelines;
2. Conduct prospect research to assist Branch Managers in identifying appropriate funding priorities, strategies, and sources;
3. Cultivate relationships with actual and prospective funding sources;
4. Work with grant-writing consultants to prepare grant proposals, both independently and in teams;
5. Maintain library of all submitted proposals, including reviewers' notes or pertinent information of prospective proposals;
6. Perform other duties as required to fulfill the mission of the organization.

QUALIFICATIONS:

1. One to two years of grant proposal development experience, with a strong background and demonstrated record in foundation and government relations with successful grant accomplishments;
2. Superb self-organization and self-discipline;
3. Outstanding ability to take initiative and work under pressure with limited supervision;
4. Demonstrated ability to interact professionally with staff, service providers and work productively in diverse team settings;
5. Bachelor's degree or equivalent experience;
6. Excellent writing skills;
7. Ability to analyze a variety of information;
8. Proficiency in online research and Microsoft Office suite: Excel, Word, Access and email; and
9. Deep commitment to justice and dignity for immigrants and their families.

SALARY: Negotiable, depending on experience and qualifications.

LOCATION: National

TO APPLY: Send cover letter, resume and list of three professional references to: hr@bpsos.org

BPSOS is an Equal Opportunity Employer!