



**Position:** Senior Grant Writer  
**Program:** Foundation/Institutional Relations  
**Department:** Development  
**Reports to:** Director of Foundation/Institutional Relations  
**Salary:** DOE  
**Status:** 100%, Full-Time, Regular, Exempt  
**Probation:** 180 days  
**Benefits:** Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

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**JOB SUMMARY:** The Senior Grant Writer assists the Director of Foundation Relations in meeting team revenue goals and in developing and stewarding foundation relationships. Responsibilities include identifying funding opportunities, managing outreach/meetings/tours with private and corporate foundation contacts, writing grant proposals/reports and conducting supportive research. This position is highly collaborative and requires an individual who enjoys working with colleagues in all aspects of grant development and management. The Private Grants Team works closely with program administrators and staff to keep current on the Los Angeles LGBT Center's (the Center) diverse range of medical, social service, public policy, legal advocacy, education and cultural arts programs serving the LGBT community.

**ESSENTIAL FUNCTIONS:**

- 1) In collaboration with and under supervision of Director of Foundation Relations, assist in all aspects of funding requests submitted to private and corporate foundations, from identifying funding opportunities to writing proposals and managing grant reporting;
- 2) Manage a portfolio of grant prospects and be responsible for a revenue goal;
- 3) Create and maintain up-to-date language regarding the Center and Center programs;
- 4) Develop and maintain collections of current research, statistics, and citations regarding the populations served by the Center for use in grant proposal submissions and other Development communications;
- 5) Manage portfolio of foundation relationships through outreach and stewardship;
- 6) Assist in maintaining a timeline for all grant applications and necessary reports;
- 7) Input and maintain accurate foundation information in Raiser's Edge;
- 8) Other duties as assigned.

**JOB QUALIFICATIONS AND EXPERIENCE**

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) 6-8 years of experience in related field and/or equivalent education;
- 4) Minimum 5+ years grant writing experience, with medical grants experience highly valued;
- 5) Proven track record of excellence and existing portfolio of foundation contacts;
- 6) Familiarity with Raiser's Edge a plus;
- 7) Demonstrate success developing corporate and private foundation grant proposals;
- 8) Strong verbal and written communication skills, including strong interpersonal and organizational skills;
- 9) Strong research, analytical and planning skills;
- 10) Proven ability to manage multiple responsibilities with competing deadlines;
- 11) Strong computer skills and knowledge including Microsoft Office Suite, word processing, database operations, spreadsheets, and other software systems;
- 12) Strong sense of teamwork and commitment to achieving department goals and advancing organization mission;
- 13) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

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**E-mail cover letter and resume as an attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org) website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)**

**Or submit cover letter with application/resume to:**

**Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028**

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.