



**CHIRLA**  
Coalition for Humane  
Immigrant Rights

## **JOB POSTING**

**JOB TITLE:** Grant Writer

**SALARY RANGE:** \$50,000 to 60,000 yr.

CHIRLA offers an excellent benefit package, which includes generous time off, health, dental, vision and 401K plan.

**REPORTS TO:** Director of Development

**TYPE:** Regular

**START:** Immediately

**LOCATION:** Main Office

### **ORGANIZATION:**

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

### **POSITION:**

The Grant Writer, under guidance from the Grants Manager and supervision of the Director of Development, will research, write, and report on grant proposals designated as part of a diverse funder portfolio. The Grant Writer will work closely with the Grants Manager to maintain a grants calendar, determine submission priorities, research new funding leads, write proposals, and prepare reports for existing grants. The successful applicant will be a proficient writer and have experience in social justice work, funder research and prospecting, proposal writing, grant portfolio management, and overall fundraising practices for nonprofits.

### **RESPONSIBILITIES AND DUTIES:**

- Receive guidance and direction on all private and public grant activities from the Grants Manager and reporting directly to the Director of Development;
- Gain an in-depth knowledge of the organization's mission, strategic plan, programs, and initiatives to progressively grow into having a dedicated funder portfolio;
- Conduct research to increase and diversify organization's portfolio of grants and contracts;
- Work with Grants Manager to grow relationships with funding prospects for opportunities to strategically support the organization;
- Write and develop accurate and compelling grant proposals and reports in collaboration with program and development teams in accord with funder deadlines;
- Maintain up-to-date and well-organized grant records in electronic and paper files;
- Assist with the full range of fund development and related activities as requested;
- Participate in CHIRLA's organization-wide activities such as events and campaigns.
- Support CHIRLA's fundraising goals including Annual Gala, Membership Drive and Women Leading Change activities;
- Perform other duties and responsibilities as assigned.

## SKILLS AND QUALIFICATIONS:

- Bachelor's degree in related field preferred;
- Master's degree preferred, but not required;
- Five to seven years of grant writing or equivalent experience;
- Bachelor Degree or Knowledge of nonprofit sector with member-based organization experience preferred;
- Experience in social justice and policy and advocacy work;
- Experience working with salesforce for nonprofits and/or E-Tapestry and RazorsEdge;
- Strong writing skills and grant proposal experience for private and public funders;
- Experience collaborating with community organizations in local geographic area;
- Must be highly organized with the ability to work independently and multi-task;
- Experience with immigrant community issues, policy, and C4 status a plus;
- Ability to work effectively under pressure with multiple deadlines;
- Proactive nature in using technology and systems to maximize efficiencies with tasks.
- Familiar with the Los Angeles, SoCal and Californian's Philanthropic Sector;
- Demonstrated commitment to the values of diversity and inclusiveness;
- Tenacity, flexibility, resilience, and high energy.

To apply, send resume and cover letter to: [jobs@chirla.org](mailto:jobs@chirla.org)  
Subject Line should read; **Grant Writer**