



Contract Grant Writer, 5-20 hours/month, remote, \$35/hour

Green Foothills (Palo Alto, CA)

Green Foothills protects the open space, farmland, and natural resources of San Mateo and Santa Clara Counties for the benefit of all through advocacy, education, and grassroots action. Founded in 1962, we envision a resilient region where wildlife thrive, everyone has natural beauty to enjoy, and communities live in balance with nature. [See our 2018 annual report.](#)

Our Values

1) Expertise: We advocate based on knowledge and experience, 2) Persistence: We courageously and resolutely pursue our vision 3) Integrity: We accomplish our mission with ethical and thoughtful action, and 4) Camaraderie: We are inclusive and collaborative.

Green Foothills currently has about five active grants annually in support of our advocacy program and leadership academy program. We envision attracting another five to ten grants in support of the organization's programmatic and organizational development work but need the support of an experienced grant writer to make this possible. Reporting to the Development Director. The Contract Grant Writer will be responsible researching, writing and coordinating the grant application and reporting process; management of proposals, and maintaining a donor database.

Responsibilities

- Manage the proposal submission process to ensure timely submission of all required application materials. Write high-quality grant proposal narratives, applications, and supporting documents. Research and collect data for each grant proposal.
- Write high quality grant reports, getting necessary data from program staff.
- Work with contract CFO to compile financials and data for both proposals and reports.
- Develops and maintains a proposal and reporting calendar, keeping all necessary staff informed
- Coordinate and follow-ups on the progress of submitted proposals.
- With staff, develops an annual grants strategy. Conduct prospect research to identify, cultivate and solicit new grants.

About You

- Passionate about the mission of Green Foothills.
- B.A./B.S. preferred and/or 2-5 years of professional nonprofit grant experience.
- Demonstrated ability to write successful grant proposals and reports.
- Detail-oriented, organized, deadline-driven.
- Clear, precise and compelling writing and communication skills.
- Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced environment.

Local. Vocal. Effective.

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- Ability to understand the needs of both the agency in need of funding and the organization that is offering the grant money
- Must have ability to multitask, meet deadlines, and achieve results in a team environment.
- Acquire technology skills with ease, proficient working with cloud computing, PC computers, Microsoft Office, and Google platforms.
- Spanish or Vietnamese written and verbal fluency a plus.

To Apply

Submit cover letter, resume, and salary requirements at greenfoothills.org/apply. For questions email info@greenfoothills.org. No calls please.

Green Foothills is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.

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