



## **GRANT WRITER/FOUNDATION RESEARCHER**

### **Position Description**

The Scholarship Foundation of Santa Barbara seeks an accomplished grant writer to support the organization's fundraising efforts. This position requires the ability to craft inspiring stories from dry data in a timely fashion. The incumbent will be expected to write effective grant proposals, research funding opportunities, renew grants, and collaborate closely with Development team members to align funding priorities with organizational goals. This is a part-time (25 hours per week), remote-eligible position, eventually allowing for flexibility to work from home, though some on-site work will be required.

#### **Primary Responsibilities**

1. Research and identify funding opportunities from foundations utilizing Foundation Search software, local and national funders. Stay informed on trends and unique funding opportunities.
2. Develop high-quality, data-driven compelling grant proposals.
3. Maintain grant schedules and track submissions to ensure timely submissions of proposals and supporting documentation.
4. Maintain master schedule of proposals and update on a regular basis.
5. Collaborate with all staff to draft letters of inquiry and proposals. Utilize internal resources to stay ahead of shifting funding needs and priorities.
6. Meet or exceed annual fundraising goals as assigned by the Director of Development.

#### **Secondary Responsibilities**

1. Donor prospect research.
  - a. Utilize data analysis to track and cultivate donor engagement as donors move through the different stages of cultivation.
  - b. Other duties as assigned.

#### **Minimum Qualifications**

1. Grant writing experience required. Must provide examples of successful proposals (private information redacted).
2. Adept at creating inspiring stories from statistical information.
3. Knowledge of grant writing application processes and funding cycles.
4. Ability to work effectively under pressure, exceptional time management skills, and ability to meet deadlines.
5. Proficient in foundation research. Excellent computer skills (Microsoft Office).
6. Able to communicate clearly and effectively both verbally and in writing.

7. Represent the Scholarship Foundation in a professional and courteous manner.
8. Bachelor's degree or equivalent experience required.

**SALARY RANGE:**

\$41.44 per hour

**FOR CONSIDERATION, PLEASE SUBMIT:**

- Cover letter
- Résumé

**TO:**

[hr@sbscholarship.org](mailto:hr@sbscholarship.org)

No telephone calls please. This is a part-time, non-exempt position.

The Scholarship Foundation of Santa Barbara is the nation's largest community-based provider of college scholarships, having cumulatively awarded in excess of \$150 million to some 62,000 students countywide since its founding in 1962. A nonprofit organization, the Scholarship Foundation also provides free financial aid advising services. For additional information, visit [www.sbscholarship.org](http://www.sbscholarship.org).