

SEEKING GRANTWRITER/FUND DEVELOPMENT STAFF

REPLY WITH RESUME AND COVER LETTER
NO PHONE CALLS PLEASE

- Participation in and implementation of agency Fund Development Plan
- Cultivation of individual, foundation and corporate donor relations
- Formal correspondence
- Grant writing and management (Government, corporate, and foundation)
- Community relations
- Research (individual and company/organization backgrounds, and academic)
- Report writing
- Tracking and adherence to all work area related deadlines
- Executive Assistance, scheduling, and support

The Martin Luther King Jr Freedom Center seeks an executive grant writer, researcher and fund development staff member.

The Martin Luther King Jr. Freedom Center develops strong youth leaders and transformative community organizers and teachers throughout the East Bay of California. This position is based in our Oakland offices, where vibrant civic engagement community-based campaigns run year-round, along with Peralta Community College system co-production of the Barbara Lee and Elihu Harris Lecture Series. The series features civil rights icons and community education. The Freedom Center is a place where teachers, community members and learners develop power, discipline, and integrity to address racism, consumerism and violence. We develop ethical values, cultural practice, and the courage and skills to speak truth to power.

Seeking an outgoing, joyful, self-initiating, detail oriented professional Grantwriter/Fund Development Staff person to work directly with agency Director of Government and External Relations. Must have the ability to support a team and handle multiple daily tasks. Excellent research and writing skills. Organization skills, team attitude.

Non-profit development experience (3 year minimum required) - formal correspondence, writing, research, scheduling of meetings, letter and grant writing, oversight of timelines and reporting. Experience with Microsoft Word, Excel, database required. Basic computer, printer set up and support experience. Website Wordpress experience preferred but not required.

Salary \$60,000 per year, with medical, dental and 401k benefits after three months. This is a Monday through Friday position working on-site at agency office on Merritt College campus. Position requires some light availability for evenings and weekends. Candidate must have car with insurance which can be used for light, local errands, with ability to travel.

Reply with resume and cover letter to karen@mlkfreedomcenter.org. No phone calls please.