



Grant Specialist Job Announcement

This is a full-time, on-site, at-will salaried position.

Salary: \$72,000 per year with full benefits (Medical, Dental, and IRA)

Direct Report: Director of Government and External Relations, Dr. Karen Bohlke

Please read the job description in its entirety, and the instructions on how to apply. Be sure to include a Cover Letter with your resume. Applications without a Cover Letter will not be considered.

The Martin Luther King Jr. Freedom Center (Freedom Center) collaborates with educational, faith-based and community-based initiatives to advance youth and family civic engagement, ethical leadership and economic and educational equity. The Freedom Center promotes and protects democracy through personal transformation and collective impact, addressing racial and socio-economic inequities in our schools, communities and nation. Programs take place in Northern California, and the Black Belt of Alabama.

Summary of Position:

Grant Specialist contributes to the development and implementation of agency fund development plan, working to secure diverse government, foundation and corporate revenues to assure agency sustainability. Responsibilities include research, grant and letter writing, grant report writing, and tracking. This is an at-will, exempt, salaried position (no paid overtime) with full benefits (medical, dental and simple IRA after one month) located on site at the Freedom Center offices on the campus of Merritt College, Oakland.

Required Skills and Qualifications:

Able to work collaboratively in a diverse team of individuals. Support for the mission and purpose of the Freedom Center. A love of writing and capturing narrative and stories of individual and group transformation, uplift and impact. A creative and inspired work style. Transparent and trustworthy work style. Excellent grant research, writing and editing skills. Minimum of three years' experience in non-profit grant writing. Formal education and or training is preferred (BA in related field or formal grant writing training). Salesforce experience preferred (for grant management). Must be able to manage responsibilities and tasks with deadlines. Excellent organizational skills.

Areas of Work:

Participation in development and implementation of agency development plan. Plan identifies specific scheduling and goals for each of the following:

- Collaborations (Major 3-5-year partnership grant opportunities)
- Foundations
- Corporations (unrestricted and sponsorships)

- Government
- Labor
- Individual Donors
- Creative grasp of agency narrative and mission for compelling oral and written story telling.
- Apply curiosity in developing an understanding of agency programs, initiatives and opportunities.
- Research and identify potential grantors and funders, aligning mission and shared dreams.
- Identify new funding opportunities based on “current events” and the rapid pace of program and issue related developments throughout the year.
- Assist in cultivation of relationships with current (and former funders), maximizing shared mutual interests and dreams.
- Maintenance of agency grant schedule insuring timely completion of letters of inquiry, grant submittals, reporting and any other related deadlines.
- Write letters of inquiry and grant proposals (foundation, government, corporate, labor and other).
- Track all related reporting, insuring agency compliance with budget and expense reporting*.
- Coordinate with Director of Government Relations on relationship cultivation with potential new grantors.
- Write and submit interim and final reports in a timely manner.
- Submit weekly report and next week plan to Supervisor at end of each week.
- Other tasks as assigned by supervisor.
- *Grants are currently managed in Salesforce.

How to Apply: Send a resume and cover letter describing your interest in this specific position and how you feel it will benefit you to info@mlkfreedomcenter.org. Use “**Grant Specialist Position Applicant**” as the Subject of your email.

Candidates who do not send a cover letter will not be considered for the position.

Women and people of color are strongly encouraged to apply. Martin Luther King Jr. Freedom Center is an equal opportunity employer. We offer a competitive wage package including medical, dental and pension.

AAP/EEO Statement

Martin Luther King Jr. Freedom Center (MLKFC) is an affirmative action employer and encourages applications from all qualified candidates without regard for race, color, religion, sex, national origin, age, creed, gender, citizenship status, disability, veteran status, marital status, sexual orientation, gender identity, gender expression, genetics, the presence of sensory, mental, or physical disability, or any other discrimination prohibited by law. MLKFC works to ensure fair treatment of applicants and employees and actively enforces policies against discrimination and sexual harassment.

We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, creed, gender, citizenship status, disability, veteran status, marital status, sexual orientation, gender identity, gender expression, genetics, the presence of sensory, mental, or physical disability, or any other discrimination prohibited by law. In addition to federal law requirements, we comply with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.