



## Grant Specialist Job Description

El Sol Neighborhood Educational Center is a nonprofit organization in the Inland Empire devoted to empowering our communities to lead healthy lives & access to health care, safe, affordable housing, opportunities for education, and leadership skills to eliminate disparities. El Sol NEC's mission is for community members to reach personal empowerment to move towards self-sufficiency and contribute to their community's well-being.

EL Sol NEC is seeking a dedicated, detail-oriented individual to play a critical role in supporting the agency by securing funding through successful grant applications. This role focuses primarily on grant writing, supporting the submission process, and developing a robust prospect pipeline. The Grant Specialist will work closely with programmatic teams, evaluators, and leadership to gather required documents, create missing ones, and ensure comprehensive project details are clearly communicated in grant applications. Additionally, this position will be responsible for managing a prospect database, identifying potential funding opportunities, and developing a streamlined pipeline for future grants.

**Positions Available: 1**

**Compensation Range:** \$57,554 - \$62,254 yr. / \$27.67 - \$29.93 hr.

**Benefits:** Vacation, Sick Days, Holidays, 401K (according to El Sol NEC Policies)

**Travel:** 0 – 20% (As needed)

**Employment:** Full Time, Non-Exempt

**Classification:** Hybrid Remote/Remote

**Schedule:** Variable (Days, Evenings, and Weekends as required)

**Department:** Fund Development

**Reports to:** Director of Fund Development

**Job Level:** A2

**Minimum Requirements:**

- 3+ years of related/equivalent experience in a professional development, grant writing, nonprofit fundraising, or a related field, with demonstrated success in securing funding; bachelor's degree required, with studies in writing, social work, or related field preferred.
- Relevant experience may substitute for education on a year-for-year basis.
- Receive clearance from FBI background check (Custodian of Records for DOJ)

**Qualifications:**

- Proficiency in fundraising software, donor management, and CRM databases.
- 3+ years of experience in grant writing/searching.
- Outstanding written and verbal communication abilities, with a dedicated commitment to ethical storytelling.
- Proven ability to write clear, structured, articulate, and persuasive proposals with a keen eye for detail and accuracy.
- Excellent skills in MS Office Suites (Outlook, Word, Excel) and online platforms.
- Knowledge of prospective research techniques and experience in budget development.
- Proven dedication to community health, equity, and social justice initiatives.
- Ability to manage multiple projects simultaneously and meet tight deadlines.



- Familiarity with the Inland Empire and Los Angeles non-profit, philanthropic, and education landscape is a plus.
- Ability to stay in a stationary position, whether standing or sitting, for extended periods, and capable of adjusting or moving objects weighing up to 50 pounds.

## **Responsibilities:**

### **I. Grant Writing and Support (75%)**

- Write clear, persuasive, and well-structured grant proposals that reflect El Sol NEC's impact, program goals, and unique strengths. This includes drafting sections on organizational background, problem statements, proposed solutions, anticipated outcomes, and budget justifications.
- Tailor each proposal to meet specific requirements and priorities of funders, ensuring compliance with submission guidelines and attention to funder expectations.
- Partner with internal stakeholders to gather essential documents, such as program budgets, evaluation plans, and financial statements.
- When necessary, develop or assist in creating new documents, such as program logic models, case studies, or impact summaries, to supplement proposals.
- Ensure all required documentation remains current and accurate by collaborating with relevant teams on a regular basis.
- Partner with program directors, managers, and staff to gather insights on project goals, target populations, and expected outcomes to enhance proposal content.
- Work with evaluators and data analysts to collect and interpret program metrics and impact data, integrating this information into grant proposals and reports.
- Engage with El Sol NEC's leadership to refine messaging, capture organizational vision, and ensure proposals reflect strategic priorities and long-term goals.
- Review all proposal drafts for clarity, consistency, and alignment with funder requirements, ensuring an error-free submission that showcases professionalism and commitment.
- Cross-check proposal information against organizational data, strategic plans, and impact reports to confirm accuracy and cohesiveness.
- Refine the proposal narrative to communicate El Sol NEC's impact effectively, emphasizing the importance of funding the agency's mission.
- Develop and submit required reports to funders detailing program progress, budget adherence, challenges, and achievements.
- Ensure that all grant reporting meets the specific guidelines of each funder and that deadlines are consistently met to build strong, trust-based relationships with funders.
- Attend webinars and mandatory meetings requested to submit applications.
- Communicate with programmatic and administrative departments regarding the procurement of grants and important deadlines.
- Develop submission timelines for proposals.
- Coordinate and schedule grant-related meetings at the request of the Director of Fund Development.

### **II. Prospect Pipeline Development (25%)**



- Conduct ongoing research to identify potential funding sources that align with El Sol NEC's mission, with a focus on local, regional, and national foundations, government agencies, and corporate giving programs.
- Assess and prioritize potential funding opportunities based on alignment with agency goals, likelihood of success, funding amount, and reporting requirements.
- Stay current on grant opportunities, funder priorities, and changes in the philanthropic landscape to ensure El Sol NEC remains competitive and informed about emerging opportunities.
- Develop and implement a structured prospecting pipeline that allows the agency to keep track of current and potential funding opportunities, supporting El Sol NEC's ability to proactively engage with new funders.
- Analyze philanthropic and funding trends, particularly those relevant to community health, education, and underserved populations, integrating new information into the prospect pipeline.
- Identify potential gaps in funding and areas of need that align with El Sol NEC's programs, working with leadership to develop strategies for addressing these gaps through targeted grants.
- Develop and maintain positive relationships with funders by providing timely responses to inquiries, attending relevant networking events, and keeping funders informed of El Sol NEC's ongoing work and impact.

**Application Process:**

If you would like to apply to this role, please email your resume to: [Humanresources@elsolnec.org](mailto:Humanresources@elsolnec.org)

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El Sol Neighborhood Educational Center is an Equal Opportunity Employer. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.