

## Grants Associates

Full Time (Exempt)

Reports to: Vice President of Development

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### Job Description

Esperanza has an immediate opening for a full-time Grants Associate who will support fundraising and program development through grant writing and administrative support for grants management across all stages (proposal development through to notification of award and reporting). This position plays a vital role in securing funding for a range of Esperanza programs; ensuring strong internal communication and collaboration; and stewarding opportunities towards future awards.

### Position Summary:

Esperanza is a faith-based social benefit organization committed to strengthening our Hispanic community. Under the guidance of the Director of Institutional Support and Vice President of Development, the Grants Associate will prepare compelling proposals and reports; develop opportunity summaries for foundation, corporate and government funding sources; conduct prospect research; provide clear communication to internal stakeholders about the status of opportunities planned, pending and awarded; schedule meetings for collaborative proposal development as needed; maintain data entry about institutional deadlines in Esperanza's CRM database and grants tracking tools; submit timely applications and funder reports; articulate news of awards to the marketing team; facilitate review of vendors to identify additional areas for corporate giving and engagement; and maintain up to date attachments and narrative templates.

The successful candidate will have at one or more years of experience in a professional setting, preferably in a fundraising or communications-related environment. Strong writing ability is essential as will be demonstrated via writing samples. A BA/BS degree from an accredited college or university is required with a preference for graduates of writing, communications, or related fields.

### Desired Knowledge, Skills, and Abilities include:

- Possesses strong writing and verbal communication skills.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office, spreadsheets, and customized databases.
- Solid relational skills as demonstrated by cooperative and professional interaction with co-workers, visitors, vendors, key stakeholders, and members of the community.
- Organizes and maintains detailed information and processes it efficiently and effectively.
- Ability to work both independently and collaboratively as part of a larger team with a high level of energy.
- Demonstrated ability to follow-up and follow-through with strong attention to detail.

Job Type: Full-time

Salary: \$42,000.00 /year