



...facilitating full Latino participation in the American political process, from citizenship to public service

JOB ANNOUNCEMENT

Please post and circulate

Manager of Grants, Research and Development

The Organization

The National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund was established in 1981 to promote the participation of Latinos in the nation's civic life. The NALEO Educational Fund carries out this mission by developing and implementing programs that promote the integration of Latinos into the American political system, providing assistance and training to the nation's Latino elected and appointed officials, and conducting research and policy analysis on political access issues.

The NALEO Educational Fund is a 501(c)3 non-profit organization governed by a 15-member Board of Directors and a 28-member Board of Advisors. Headquartered in Los Angeles, the NALEO Educational Fund maintains offices in Houston, Orlando, New York City and Washington D.C. It employs about 50 full-time staff with an annual budget of \$9 million, and offers a competitive benefits package that includes generous vacation, sick leave, medical, dental, vision, life insurance and retirement coverage.

The Position

The Manager of Grants, Research and Development will report to the Senior Manager of Grants, Research and Development and will help the organization fundraise by researching prospective donors, writing grant proposals and reports to foundations and corporations, maintaining positive relationships with current and prospective funders, and assisting with special events and projects, as necessary. This is a full time, non-exempt position with an annual salary commensurate with qualifications and experience.

Duties and Responsibilities

- Write persuasive and substantive grant requests, reports, documents and other internal and external correspondence that help secure funding for the organization;
- Maintain current data and a thorough working knowledge of NALEO's programs for use in proposals, reports and other correspondence;
- Research and identify prospective funders and work closely with the Senior Manager of Grants, Research and Development to develop approach strategies to cultivate these potential donors;
- Utilize creative relationship building strategies, such as networking and leveraging staff and board connections and spheres of influence, to prospect, cultivate, and manage relationships with corporate and foundation contacts; and
- Monitor the status of grant proposals and reports and work with Development Assistants to maintain current donor files, including submissions, responses, and reporting requirements.

Qualifications & Skills

- Bachelor's degree required;
- Minimum of two years' experience writing grant proposals/reports or equivalent writing responsibilities in a non-profit or similar environment;
- Proven track record of securing grants and/or contributions from public, private, or individual donors;
- Knowledge of grant proposal and report requirements required by private foundations and corporations;
- Knowledge of local, state and national Latino issues and their relationship to the NALEO Educational Fund's mission;
- Excellent written and verbal skills;
- Excellent networking abilities;
- Ability to write decisive, grammatically correct substantive and persuasive grant proposals, reports, documents and correspondence;
- Ability to understand target audience, apply ideas, thoughts & concepts to successfully develop proposals that articulate our work;
- Excellent attention to detail, accuracy and quality;
- High-energy, positive, "can-do" attitude with commitment to teamwork, flexibility and initiative;
- Ability to develop strong working relationships with program and support staff in accomplishing responsibilities;
- Self-motivated; ability to work on multiple projects simultaneously, and meet deadlines; and
- Proven computer skills, including database, word processing, spreadsheet and Internet skills.
- If a driver, must have a valid driver's license with proof of automobile insurance coverage.
- Ability to work respectfully with people of all cultural and socioeconomic backgrounds.
- Supportive of mission and philosophy of the NALEO Educational Fund.

PLEASE SEND COVER LETTER, RESUME, BRIEF WRITING SAMPLE, AND SALARY HISTORY TO:

Angela Weimer, Director of Human Resources and Administration

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