



CLIFFORD BEERS HOUSING

Creating homes **Building community** Fostering hope

JOB DESCRIPTION – GRANT WRITER

Salary: Commensurate with Experience
Status: Non-Exempt

Department: Grants
Supervisor: Executive Director

CLIFFORD BEERS HOUSING

Clifford Beers Housing (CBH) develops permanent supportive housing for the most vulnerable. Our commitment is to create thoughtfully designed, affordable and integrated communities to enhance the lives of individuals and families who have experienced mental illness and homelessness.

CBH is not just a non-profit housing developer, but also an *innovator* of (a) affordable and permanent supportive housing financing models, (b) cost and time efficient models of siting and construction typologies, and (c) new approaches in support of improving the lives of our tenant population and fostering greater connection with the external environment that promotes healthy and resilient neighborhoods. We do this through integration with other tenant populations, an emphasis on community outreach and efficient, high-quality, environmental design.

CBH offers a comprehensive benefits package including a 403(b), medical, dental, vision, and life insurance plans as well as vacation, sick, personal, and holiday time off.

POSITION DESCRIPTION

CBH is looking for a motivated, self-starter to secure grants associated with furthering the goals and mission of CBH, and build relationships with foundations and financial partners in that mission. The grants department is a growing area of focus for CBH. Grants have become a critical source of revenue for the organization, helping maintain operations in years where there is a gap in cashflow. This person will also secure grants that focus on fostering CBH's innovative spirit as we explore new and creative ways of developing housing, ensuring climate and disaster resilience, enhancing marketing and branding, and connecting to the arts through our work.

SUPERVISORY RESPONSIBILITIES

None

ESSENTIAL JOB DUTIES

- Identify, cultivate, write and submit grant proposals to various sources including government, foundations, banks, investors and corporate funders.
- Manage online and paper submission of grant proposals, related collateral materials and reports.
- Serve as Point of Contact/Relationship Lead for granting organizations, working with any other CBH departments that also have a relationship.

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www.cbhousing.org | info@cbhousing.org

- Maintains a dashboard carefully tracking each submission of each grant as well as ensuring reporting and compliance and presenting to the Board of Directors
- Work closely with Operations Manager to meet revenue goals and set multi-year projections

QUALIFICATIONS

- Passion for and support of CBH's mission, previous experience with permanent supportive housing and affordable housing development a plus
- Excellent written and verbal communication skills, with strong emphasis on compelling writing
- Critical thinking skills and the ability to make reasoned decisions with limited information
- Ability to work on multiple tasks and adapt to changing priorities, work, and information
- Ability to effectively delegate tasks and coordinate the work of others
- Ability to perform under pressure with interruptions to meet deadlines
- Strong time management and organizational skills with attention to detail and accuracy
- Familiarity with the MS Office Suite, particularly MS Excel, Word, and Outlook, and Adobe Acrobat
- Maintain a professional demeanor in representing CBH to colleagues, constituents, funders, and public officials
- Ability to handle sensitive and confidential materials
- Ability to work remotely during the ongoing COVID-19 crisis but available to work in Los Angeles at our office or a remote location when requested
- Flexibility and enthusiasm to embrace innovative and "out of the box" ideas

EDUCATION

A bachelor's degree or more advanced degree in English, Journalism, Communications, Social Science, or Marketing is desired. Relevant work experience may be substituted on an as evaluated basis.

CERTIFICATES, LICENSES, AND REGISTRATIONS

- Proof of ability to work in the United States.
- Must have and maintain a valid California driver's license and auto insurance at all times and have the availability of an insured vehicle to travel within the Company's service area.

PHYSICAL DEMANDS

Clifford Beers Housing, Inc. is an equal opportunity employer welcoming all who are qualified to perform the work. Reasonable accommodation will be provided to any qualified person with a medical or psychiatric disability, providing it will not change the essential nature of the position, nor cause undue hardship to the organization.

TO APPLY

Email a cover letter and resume to Operations Manager Logan O'Phelan at Ophelan@cbhousing.org