



Asian Women's
Shelter

Job Announcement - Grant Writer and Administrator

Location: On-site/Remote Hybrid at confidential address in SAN FRANCISCO.

Compensation: Full time. Anticipated annual salary range is \$65,000 - \$75,000, DOE. Pay rate will be determined in part depending on years of experience related to essential duties and responsibilities. Generous health benefits and vacation package available, including employee health, vision, dental, chiropractic, and acupuncture coverage, paid holidays, paid vacation and sick time, and the option to enroll in a 403b program. AWS covers 100% of employee premiums for medical coverage. Medical coverage begins the 1st of the month after the date of hire.

Date Posted: 06/01/23

Application Deadline: Open Until Filled; Desired start date: July 15, 2023.

Summary: The Grant Writer and Administrator is a key leader of Asian Women's Shelter's development, contributing to the strength, growth and long-term sustainability of the organization with a laser focus on securing renewed, upgraded, and new restricted public funding while increasing institutional support of AWS's general operating needs. They promote the identity and mission/vision/values to public funders and private foundations, and leverage their knowledge of the field and strategic writing skills to maintain existing and increase the numbers of grants to the level necessary for AWS to achieve its strategic goals (currently \$4.5 - 5M). A successful applicant will possess 5+ years of professional experience in institutional grant writing, with significant experience in administering public funds. The AWS Grant Writer and Administrator has strong drive and focus, high standards, attention to detail, and initiative and follow-through to expand support of AWS's mission so the organization can thrive in its stability, viability, and efficacy. The position is supervised by the Executive Director.

Organization:

Voted the Most Inspiring Nonprofit by SF Weekly's Best of San Francisco in 2019, Asian Women's Shelter is a rewarding and impactful place to work. Our staff is passionate, supportive, mission-driven, and committed to positive change and continuous learning. AWS's approach is survivor-centered, intersectional, trauma-informed, margin-to-center, ethically collaborative, and oriented toward contributing to a larger movement for peace. We know that our team is the greatest asset in achieving our mission--to eliminate domestic violence by promoting the social, political and economic self-determination of women and all survivors of violence and oppression.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Grant Sourcing / Research - 15%

- Research, identify, and qualify new relationships with institutional funders for increased funder engagement and a broader portfolio of institutional funders and revenue
- Seek out learning to stay current with trends, best practices, strategies, and industry standards.
- Analyze RFAs for eligibility, viability, and compliance for discussion with Development colleagues
- Write grant LOIs and other preliminary communications with potential funders
- Maintain a strong understanding of the financial position of the organization, and develop narratives as needed for transparency and accountability to all active and potential funding partners.

Institutional Funding Strategy and Implementation - 15%

- Integrate Asian and Arab advocates' and clients' experience into institutional funding plan
- In collaboration with colleagues in Development and Finance, determine funding levels needed from private sources to support AWS's stability, growth, and financial independence each fiscal year
- Participate in local and statewide collaboratives focused on advancing funding opportunities and funder investment in ending gender-based violence

- Attend legislative and budget hearings in San Francisco and Sacramento to provide policy and funding advocacy; coordinate staff and clients to attend and provide testimony, as appropriate.

Grant Writing and Submission - 35%

- Achieve a development target for institutional general operating support, as determined in collaboration with the Executive Director and Finance Director and increased annually
- Attend funder engagement sessions on funding opportunities; share learnings with Development team
- Build grant plans in response to RFPs in collaboration with Executive and Associate Directors
- Work with the Executive Director and Finance Director on proposal budgets and budget narratives
- Leverage excellent writing skills to edit renewal proposals and write new ones following funding guidelines, parameters, and procedures
- Compile and submit complete and timely grant applications.

Grant Administration - 30%

- Manage grant agreements, monitor administrative compliance with grant agreements (the Grants Financial Manager is responsible for financial compliance) and maintain internal protocols and systems for grant filing and organization
- Serve as primary liaison between grant officers and AWS GRAFF team (Grants, Reporting, Administration, Fundraising and Finance) to execute AWS grants with clarity and organization
- Maintain AWS's grant administration accounts on private, local, statewide, and federal platforms
- Administer subcontractor relationships and monitoring for awards of which AWS is lead, and awards for which AWS is a second-tier subcontractor
- Support Finance Director and Grants Financial Manager with audit prep.

General Shelter Support, Program Development, and Team Contribution - 5%

- Contribute to a welcoming and supportive environment for shelter residents and other clients
- Contribute meaningfully to retreats, meetings, professional development, and organizational development
- Demonstrate regular, predictable attendance and focus
- Support ad hoc organizational needs as possible and appropriate
- Contribute to staff culture in a way that builds good will, mutual support and appreciation.

Minimum Qualifications

Experience and/or Education: Five or more years of related experience, and/or training in nonprofit fund development; **OR** Bachelor's degree (B.A.) or equivalent in relevant field and three years of related experience in nonprofit fund development; **OR** equivalent combination of education and experience in the fields of Social Welfare, Organizational Development, Nonprofit Administration or similar.

Language Skills: Ability to read and interpret documents such as requests for proposals or applications, grant subrecipient manuals, and other public and private funder materials. Ability to write reports and correspondence. Ability to speak effectively before groups. Ability to adjust language register to suit audiences of different English proficiency, systems knowledge, and age. Fluency in other languages in addition to English is preferred.

Mathematical Skills: Ability to calculate figures and amounts such as percentages, proportions, basic algebra.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to successfully interpret a variety of instructions.

Computer Skills: Internet software (Chrome, Safari), MacOS (Apple operating system), Microsoft Office Suite (Excel, PowerPoint, etc.), Google Suite (Gmail, Google Calendar, Docs, etc.), eSignature tools (Adobe Acrobat, DocuSign), databases (e.g. Apricot), remote collaboration tools (e.g. Basecamp, Zoom, etc.). Knowledge of basic email, copy and fax machines, telephone and smartphone, apps.

Certificates, Licenses, Registration: 1) A valid California driver's license, proof of automobile insurance, and safe driving record preferred; and 2) California Domestic Violence Counselor Training & Certification (Training requirements can be completed post-hire through AWS's training program)

Other Qualifications

- Proven commitment to intersectional gender justice
- Outstanding interpersonal skills
- Excellent communication skills both written and verbal
- Excellent attention to detail and workload organization
- Ability to work as a teammate and effectively contribute to shared organizational and program goals through a cooperative work style and a capacity to appreciate coworkers and build strong working relationships.
- Knowledge of and sensitivity to diversity across Asian, Arab, and other communities and ability to work well with individuals from diverse lived experiences (with regard to race, ethnicity, sexual orientation, gender identity, disability, age, class, education, immigration status, etc.) and create relationships of trust.
- History of working collaboratively with stakeholders (board members, volunteers, etc.) and coworkers while exercising individual leadership in meeting core job responsibilities
- Ability to set timelines, work on multiple projects simultaneously, and meet deadlines.
- Must be available to work occasional evenings and weekend days.
- Bilingual/Bicultural preferred.
- This is a locally based position. Candidates located in the San Francisco Bay Area preferred.

Physical Requirements

- The work environment includes settings of an office and shelter/communal living environment, and community meeting spaces.
- This position engages in work that requires time spent sitting, standing, walking up and down stairs, with most work hours each day spent sitting, looking at a screen, using a computer and keyboard, phone, and/or video conferencing.
- The work of the organization includes frequent information-sharing and discussion not just about healing and support, but also about abuse, trauma, violence and systemic oppression. Must be generally comfortable engaging in conversation about these topics with others in a way that supports trust-building, effective communication, and teamwork.

COVID-19: As part of AWS's COVID Prevention Plan, AWS requires that all personnel who work with clients, or in communities as a representative of AWS, be fully vaccinated against COVID-19, unless qualified for an exception (subject to reasonable accommodations for individuals with medical conditions or sincerely held religious beliefs that prevent them from being vaccinated). AWS stays responsive to changing public health conditions and takes precautions to reduce the risk of outbreak of communicable disease in AWS residential and office spaces.

To Apply: If you are interested in this position and meet the minimum qualifications described above, please:

1. Email your resume listing your relevant experience to jobs@sfaws.org,
2. Complete and submit an online job application form at <https://forms.gle/HEN3restNFmgHQFy9>.

In the interview process, candidates may be asked to participate in a brief skills exercise and submit a work sample. Interviews will be offered on a rolling basis.

Asian Women's Shelter is an equal opportunity employer. Asian Women's Shelter is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodations when necessary.