



AIDS Project Los Angeles (APLA), one of the largest non-profit AIDS service organizations in the United States, provides bilingual direct services, prevention education and leadership on HIV/AIDS-related policy and legislation.

SR. GRANT WRITER

DIVISION: DEVELOPMENT

OBJECTIVE:

Direct the research and production of effective grant proposals to private foundations, government agencies, and corporate and private sources to successfully secure major funding to meet the agency's program needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for the successful, timely production of all APLA grant proposals to receive funding from, foundation, corporate and private sources; works closely with program staff on content and supports program staff on government grants. Requires ability to research and evaluate possibilities for potential funding from a wide range of sources; ability to craft targeted proposals in clear, persuasive language; ability to produce sometimes voluminous proposal materials on schedule.

Responsible for being familiar with local, regional and national sources of grant funding in APLA's areas of activity; responsible for keeping up on trends in foundation and corporate philanthropy and for maintaining relationships with program directors and other personnel at foundations and corporate giving offices; responsible for conducting an ongoing research program to identify new sources and changes in grants guidelines and funding initiatives at current sources.

Manage the grant calendar and log of foundation and corporate requests and contacts; oversee the maintenance of the foundation and corporate database; oversee all communications with grants sources, including program updates and submission of required reports. Support the director of development and the development department in providing current and accurate program-related materials for non-foundation fundraising initiatives, including, upon request, the drafting of letters requesting corporate sponsorships, assembling corporate sponsorship packages and follow up on corporate sponsorship requests. Support events staff in providing all promised benefits for corporate sponsors.

As a member of the Development department, the officer will be expected to participate occasionally in other fundraising activities of the department. The ideal candidate will sometimes address audiences and conduct guided tours of the agency.

REQUIREMENTS:

Training and Experience:

Bachelor's degree or equivalent educational attainment. At least 5 years experience writing proposals on behalf of a non-profit agency/ institution with an emphasis on foundation proposals and some experience with government grants. Experience with corporate proposals desirable, but not required. Requires ability to develop internal and external working relationships to build and attract



greater funding opportunities. Must be an articulate public speaker as well as a writer. Professional demeanor required.

Knowledge of:

Greater Los Angeles philanthropic and corporate giving community.

Ability to:

Comprehensively plan and develop timelines for multiple proposals in an extremely detailed manner; organize activities to meet continuous deadlines; adapt to a rapidly changing philanthropic environment and identify and take advantage of emerging fundraising opportunities based on APLA activities, new challenges in HIV/AIDS, and new program initiatives.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper. Position requires local driving. There is occasional travel within the state and throughout the U.S. to develop new prospective sources of funding.

SPECIAL REQUIREMENTS:

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes.

To apply, send resumes to:

**AIDS Project Los Angeles
Attn: Human Resources
611 S. Kingsley Dr.
Los Angeles, CA 90005**

Fax: (213) 201-1595

Email: jobs@apla.org

An EEO Employer.