

## **Grant Writing Administrative Assistant**

This position provides support to the Executive Office and assures highly professional and efficient operation of the office and communications department through ongoing documentation, processing and careful scheduling and filing of government and grant records and reports, communications & marketing material tracking, and effective communication with the public, government officials.

As support to the Executive Office, this person will be responsible for all matters pertaining to preparing its daily operations. As such, they will be expected to build professional relationships based on trust and confidence and demonstrate acute sensitivity to the leadership responsibilities of the Senior Director of Program Design & Urban planning and the Grant Writer & Corporate Development Associate. High levels of organization and discretion is required.

As support to the Communications and Grants department, this person will assist in researching and preparing grant proposals, managing the donor database, and assisting in communications and fundraising efforts.

This job demands a highly organized individual who is expert at multi-tasking and able to work well in a dynamic, demanding environment. A bachelor's degree is required. Must have excellent computer skills and be proficient in MS Word, PowerPoint, Outlook and Excel. Must have excellent attention to detail and sound oral and written communication skills. Expert proofing/editing skills are essential. The ability to represent the organization to the community at large will be a key component to success in this position.

Primary duties and Responsibilities:

### **Executive Office Management- 50%**

- Coordinate daily calendars, preparing each day's meeting schedule, driving directions as applicable, meeting materials, sufficient time blocks for travel and material review pre-meeting, confirmation of all next day scheduling, preparing staff for days meeting schedule, and ensuring staff planning is in sync with the needs of the Executive Office.
- Assist with daily responsibilities in order to expedite work efficiency. Must have driver's license.
- Prepare and edit letters and memorandum, proofread letters and documents.
- Schedule meetings and, prepare minutes, and gather supplies for meetings, copy and distribute materials as applicable.
- Coordinate travel, hotel, and conference arrangements.
- Order and maintain organized and easily accessible files.

### **Grants and Communications Assistant- 50%**

- Assist in planning and executing email and hard mailing campaigns and analyzing campaign effectiveness.
- Research grant prospects and assists in preparing grant proposals.
- Assist in tracking press release/advisory schedule and sending releases on PR system.
- Manages Donor Tracking system
  - Ensure the donor/contact database is accurate and each new gift is entered
  - Create segmented donor mailing and email lists, and coordinate donor communications
  - Ensure that donor acknowledgement letters are accurate and mailed quarterly at minimum.
- Maintain archival of media coverage
- Contribute to the design, writing, and coordination of all print and electronic content including, but not limited to, website, social media, blogs, newsletters, e-newsletters, invitations, development collateral, annual reports, audio/video marketing projects, and other related online and print communications.

### **Other Duties**

- Assist with other projects and duties as needed.

### **Skills**

- Ability to manage multiple projects simultaneously, with strong attention to detail and time management.
- Excellent grammar skills
- Excellent communication and interpersonal skills
- Highly organized, self-motivated, flexible and detail-oriented
- Excellent customer service skills
- Proficient in Microsoft Word, Excel, PowerPoint, Office, Social Media, and database management

### **Education and Experience**

Bachelor's degree required. 3+ years of experience in development and/or communications preferred.

### **Physical Requirements**

This position requires daily use of office equipment. May need to lift up to 45 pounds.

### **Work Environment**

The essential responsibilities of this position are performed in a busy indoor environment in the main office, the My TIME office(s), and occasionally the construction site(s). The employee must be able to keep focused in an environment with interruptions and distractions. Other responsibilities, such as special events, some weekends, may require work to be completed outdoors including on construction job sites.

### **Travel Requirements**

Periodic travel within Los Angeles County for meetings and trainings. Infrequent travel outside of Los Angeles County by car or airplane for trainings, meetings and conferences. Must have own vehicle and maintain a valid driver's license and insurance as required by law.

-  
Please submit your resume and cover letter to Stacey Chiang at  
SChiang@Homes4Families.org

-  
**Homes 4 Families IS AN EQUAL OPPORTUNITY EMPLOYER – ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO THEIR RACE, RELIGION, ANCESTRY, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, AGE, DISABILITY, MARITAL STATUS OR MEDICAL CONDITION OR ANY OTHER BASIS PROTECTED BY LAW.**

### **BENEFITS**

Health, dental, vision, 403(b) retirement plan