

Title: Grantwriter

We are looking for an experienced education grantwriter to join our dynamic nonprofit team working to bring equity and opportunity to elementary and middle school children in East Bay schools.

Organization: Community Resources for Science (CRS) is a nonprofit organization based in Berkeley that helps teachers and scientists work together to bring science learning to life for elementary and middle school students in the Bay Area. We provide information, support, and training for K-8 teachers, and engage hundreds of scientists and engineers from academia and industry in volunteer outreach leading science lessons in schools.

Position: Part time (20 hours per week), \$35-\$40 per hour, depending on experience and demonstrated success in similar roles. We anticipate opportunity to grow this role to 30-40 hours per week within 6 – 9 months. Can be remote or hybrid. Must reside in California.

(We are open to considering consultants for this role, depending on demonstrated success in STEM education grant writing and stewardship.)

Qualifications

- Bachelor's degree or higher
- Minimum 5 years demonstrated success and experience in grant writing, and associated report writing, for education nonprofit or similar
- Experience in science or STEM education (in grants, teaching, research or a combination)
- Clear, compelling, concise writing style
- Experience in researching and outreach to prospective foundation, industry and major donors
- Experience with government (federal, state, or county) grants and reporting
- Demonstrated proficiency with Salesforce, grant reach tools,
- Experience in producing clear reports, including data and graphics
- Ability to work independently, collaborate as appropriate, and meet due dates and deliverables

Responsibilities

Reports to Executive Director. Grantwriter will:

- a. Write, and submit grant proposals to existing and identified foundation and industry funders. Collaborate with Executive Director and team to ensure grant strategy and focus are effectively supporting organization financial goals.
- b. Research grant opportunities from foundation, industry, and government sources, and identify strong prospects which are in line with organization mission and strategic goals. Develop and implement plan to engage with and secure new funding partners.
- c. Maintain complete and accurate records of all grant related information in Salesforce.
- d. Track deliverables and deadlines and submit required grant reports.
- e. Collaborate with organization leadership and team regarding mission, strategic goals, and consideration of new funding opportunities.
- f. Coordinate with organization team regarding messaging and strategy for individual donation campaigns.
- g. Maintain positive relationships with funders and provide program impact engagement.

To apply, please send cover letter and résumé to community@crscience.org No calls. Inquiries will be accepted on a rolling basis.