

Company/Organization:

LA's BEST After School Enrichment Program

Location:

Los Angeles

Position Title:

Development Associate, Grants & Publications

Full/Part Time:

Full Time

Closing Date:

August 31, 2016

Job Summary:

LA's BEST is seeking a key member of the Development Department. The Development Associate, Grants & Publications, will draft, submit, process, and manage grant proposals and reports, as well as review and edit grant proposals and reports written by the Director of Institutional Giving. The Development Associate, Grants & Publications, will also produce the LA's BEST Annual Report and the Tribute Journal for the organization's signature fundraising event.

Minimum Qualifications:

- Minimum of a bachelor's degree from a four-year college or university.
- Three-to-five years of grant writing and nonprofit development experience.
- Familiarity with nonprofit development best practices.
- Strong writing, editing, and research skills.
- Proficiency using Microsoft Word and Excel.
- Experience with fundraising database systems. Raiser's Edge strongly preferred.
- Working knowledge of Guidestar and Foundation Center, and the ability to locate, identify, and summarize funders' charitable giving foci, grant eligibility requirements, appropriate request amounts, application guidelines, submission instructions, and post-submission award notification timelines and protocols.
- Understanding of local and national grants landscape.
- Proficiency using online grant application and reporting systems, in addition to US Postal Service and private couriers for grants-related correspondence.
- Ability to comprehend and explain audited financial statements and organizational operating budgets.
- Capacity to develop program and project budgets.
- Familiarity with nonprofit annual reports and fundraising event publications.
- Experience creating publications and working with graphic designers.
- Sharp attention to detail.
- Competence working within an office setting; able to use various office tools including copier, printer, computer, and fax machine with limited or no assistance.

Link To Apply:

<http://www.lasbest.org/jobs/opportunities/>