

Grant Writer & Development Specialist

St. Vincent's is seeking a full-time (40 hours per week) Grant Writer and Development Specialist. This position is responsible for grant writing and a full range of administrative support for St. Vincent's Development and Marketing Departments. The Grant Writer and Development Specialist serves under the Vice President of Development and Marketing in accordance with the mission and philosophy of the Daughters of Charity of St. Vincent de Paul and the goals and objectives of St. Vincent's.

QUALIFICATIONS:

- Minimum of 2 years of grant writing, donor relations or professional writing experience required
- College degree in English, Journalism or Communications, or related discipline required.
- Excellent writing, editing, and proofreading skills
- Ability to remain organized, manage multiple assignments/projects. Works well independently and as a part of a team
- Must possess excellent interpersonal communication skills and ability to work with all levels of staff, clients, volunteers and donors
- Proficient on PC computer and software (Microsoft Office, Adobe Creative Suite, Bloomerang, and other software as applicable)
- Must demonstrate personal identity with and commitment to the mission, vision, and values of St. Vincent's
- Has the ability to be a self-starter, meet deadlines in accordance with in job responsibilities
- Maintains high level of confidentiality
- Manner and dress always professional

MAJOR RESPONSIBILITIES:

- Writes grants, conducts grant research, and prepares materials for submission
- Performs a diversified range of writing responsibilities including letters, reports, presentations, and additional administrative supports
- Assists with donor research
- Maintains database on fundraising software Bloomerang
- Updates appropriate filing system for correspondence, mailing lists and grant/donor files
- Assists in the production of communication materials required for St. Vincent's donors
- Manages and coordinates the Development and Marketing Department's schedule including board and committee meetings
- Assists in daily office operations
- including coverage of the front desk, answering phones, faxing, copying, and supply ordering
- Prepares and coordinates setup, catering, and materials for meetings, including the Board Meetings, Foundation Board, special projects, and events committees
- Records minutes and documentation for Foundation Board and events committees
- Responsible for social media content, posts to Facebook, Instagram, and Twitter
- Attend functions for purposes of gathering content, taking pictures, and for Social Media platforms
- Assists with special events and special projects as directed

Compensation depends on experience. Benefits eligible position after 60 days including health insurance, dental insurance, vision insurance, life insurance, retirement plan, gym stipend, paid time off (PTO), and paid holidays. EOE

TO APPLY: Please submit a cover letter and resume by responding to this post.

NO PHONE CALLS PLEASE.

Established in 1858 by the Daughters of Charity of St. Vincent de Paul, St. Vincent's is a Roman Catholic organization serving the needs of the Santa Barbara Community. For information regarding St. Vincent's and its Mission, please visit <http://stvincents-sb.org/>.