



## EMPLOYMENT OPPORTUNITY

### Mail, FAX, e-mail COVER LETTER and RESUME to:

Koreatown Youth & Community Center, Inc., ATTN: Personnel

3727 West 6th Street, Suite 300, Los Angeles, CA 90020

FAX: 213-927-0017 E-mail: [Personnel@kyccla.org](mailto:Personnel@kyccla.org)

**\*\* Specify position title when applying \*\***

**\*\* No phone calls or visits, please \*\***

**Position:** Grant Writer (Full-time, Exempt)  
**Reports To:** Director of Children & Family Services

**Unit:** Administration      **Positions Available:** 1      **Date:** 01/26/2010  
**Salary:** \$45,000 - \$55,000 annually, DOE with BENEFITS

**Summary:** The Grant Writer is a management level position responsible for writing all grants for the organization under the supervision of the Director of Children and Family Services and, as part of the development team, may be asked to support other development needs for the organization as directed by the Executive Director. Work plans will be reviewed at agreed upon milestones with performance reviews. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. Timeliness, quality of work and objectives met will be emphasized. This is an exempt, full-time position.

### Duties / Responsibilities:

- **Coordinate all grant writing efforts by:**
  - Identifying appropriate funding opportunities;
  - Research guidelines, prepare timeline and assign roles and responsibilities;
  - Writing grant proposals and prepare all attachments;
  - Managing grant reporting and grant renewals;
  - Working with the Directors and Managers for direction and content; and
  - Maintaining all grant and contract documentation.
- **Assist with Marketing, Communications and External Relations by:**
  - Preparing Press Releases and coordinating Press Conferences;
  - Assisting in preparation of KYCC's Annual Report, agency informational brochures, and fundraising invitations etc. – writing copy, coordinating printing etc.;
  - Overseeing KYCC's Direct Mail process with the United States Postal Service;
  - Representing the organization at community events as necessary;
  - Acting as a spokesperson for the organization as necessary; and
  - Maintaining databases for Proposals, the Board of Directors and Donors.
- **Develop opportunities for new and continued contributions by:**
  - Coordinating KYCC's participation in Workplace Giving Campaigns;
  - Developing, verifying and maintaining Donor Database;
  - Creating and managing strategy for donor stewardship and development; and
  - Researching, planning and proposing new areas of potential revenue including but not limited to individual giving.
- **Attend relevant meetings, trainings, conferences, media-related functions.**
- **Other related assignments and projects as directed by the Director of Children & Family Services.**

### Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- A college degree from an accredited university or college and two years experience in grant writing – OR – two years of post-secondary education with five years of experience in grant writing;
- Demonstrable working skill in the use and operation of personal computers for word processing, spreadsheet and database applications;
- Strong interpersonal, organizational, oral and written communication skills;
- Ability to work independently and follow-through with activities;
- Ability to organize and prepare documentation in a timely manner.
- Ability to work with people with diverse cultural and economic backgrounds and strong commitment to working with a multicultural community are essential.
- Valid California Driver License, access to personal automobile and proof of auto insurance;
- Proof of eligibility to work in the United States; and
- Physical Requirements:  
Seeing to inspect written documents; ability to communicate with KYCC staff, affiliates, clients and public; sitting for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment.

### Desired Qualifications:

- Bilingual capacity (Korean/English or Spanish/English)