



**Organization:** Strategic Concepts in Organizing & Policy Education (SCOPE)

**Position:** Development Associate and Grant Writer

**Employment Type:** Full-Time, Non-Exempt, Staff Position

**Supervisor:** Development Manager

**Position Description:**

SCOPE seeks an experienced full-time Development Associate and Grant Writer to work closely with the Development Manager to help lead the organization's fundraising efforts. The Development Associate and Grant Writer will support the research, writing, and submission of grant proposals, letters of Intent, grant reports, and other materials or correspondence needed to achieve the organization's fundraising goals. The ideal candidate is an effective storyteller who can glean information from a wide range of sources to weave a compelling narrative and case for support, to increase resources and build power for grassroots organizations.

**Organization Overview:**

SCOPE builds grassroots power in low-income communities of color to eliminate economic, environmental, and racial disparities. Established in 1993 in response to the 1992 civil unrest in South Los Angeles, SCOPE's work is grounded in the needs and priorities of South LA residents, who are largely African American, Latinx, and immigrant, and live on the frontlines of pollution and poverty. As a membership-based organization, SCOPE plays a critical role in the movement for systemic change—organizing marginalized communities of color and poor and working-class residents to ensure that they have a powerful voice in the decisions that impact them. SCOPE organizes communities, develops grassroots leaders, builds alliances, and engages in strategic research and communications to advance policy solutions that shift power and resources to low-income communities of color.

**Essential Duties and Responsibilities:**

*Grant Writing (50%)*

- With the guidance of the Development Manager, write grant proposals and reports as required by SCOPE's funders and donors.
- Draft other materials as assigned, such as a monthly funder update, quarterly board reports and annual report.

*Development Coordination (33%)*

- Track and manage current and prospective grant and reporting deadlines using SCOPE's CRM EveryAction, ensuring timely submission of all materials.
- Research and identify potential funding sources from foundation, government, private, and socially responsible corporate funders and philanthropic sectors.
- Support the maintenance and creation of an active prospects list and cultivation plans for new prospects.
- Support individual donor cultivation strategies and fundraising events, including annual grassroots donor and membership drives and special events as needed.
- Develop detailed understanding of SCOPE's program areas and campaigns. This might involve reading program reports, participating in department meetings and staff workgroups, observing field work, attending membership meetings, interviewing staff, and other activities.

*Administrative (17%)*

- Enter all donation, fundraising income, and funder contact and relationship tracking into the database, keeping all development records up-to-date.
- Collaborate with Administrative staff on the production of financial reports and budgets.
- Participate in bi-monthly staff meetings, staff political education sessions, annual staff retreats, and other activities required of staff or as part of the Administrative/ Development team.
- Other duties as assigned.

**Essential Knowledge and Abilities:**

- Education: Bachelor's degree – English, Journalism or other related field (or equivalent combination of education, training and experience).
- 2+ years of development and fundraising experience required.
- A demonstrated commitment to social justice, racial justice and a familiarity with the intertwined, intersectional issues that shape material conditions in low-income and communities of color, as well as their structural/root causes, with a strong preference for the ability to articulate these issues.
- Strong writing and editing skills with the ability to analyze and synthesize written materials.
- Excellent time and work management skills and ability to meet multiple deadlines.
- Meticulous attention to detail and documentation of work.
- Strong communication, listening, research and analytical skills.
- Understanding of the social justice movement and fundraising landscape, as well as familiarity with funders who support nonprofit social justice movement organizations, is strongly preferred.
- Proven ability to work independently and within a diverse team and across departments.
- Knowledge of computer systems; Microsoft suite, Google, Outlook.
- Familiarity with grassroots organizing, voter engagement, and campaigns preferred.
- Bilingual in English/Spanish is a plus.

**Work Environment:** This position operates 100% on site in a professional office environment. This role routinely uses standard office equipment such as computers, phones and photocopiers. The noise level in the work environment is usually consistent with that of a typical office's noise level.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job requires that the employee must occasionally lift and/or move up to 20 pounds. Also required is the ability to listen, hear, speak, read, write, concentrate, and climb stairs, bend, and stoop. Must be able to use a telephone and computer to accomplish a variety of job tasks.

**Employment Type:** This is a full-time, non-exempt, hourly, at-will staff position. The schedule may fluctuate depending on organizational needs. Non-exempt employees serve a probationary period during their first six months of employment.

**Compensation & Benefits:** Competitive salary of \$58,240, fully paid benefits (health/dental/vision), 401k, generous vacation and sick time, professional development, and room to grow professionally. SCOPE is a values-based organization committed to challenging discrimination and oppression—people of color and people of diverse gender identities and abilities are strongly encouraged to apply.

**To Apply:** Please submit 1) a one-page cover letter, 2) resume, and 3) three professional references via email to: [scope-hr@scopela.org](mailto:scope-hr@scopela.org); include “**Grant Writer**” in the subject line.