SCOPE STRATEGIC COMMUNITY AGENDA

GRANTS & DEVELOPMENT COORDINATOR JOB DESCRIPTION

Organization: Strategic Concepts in Organizing & Policy Education (SCOPE)
Position: Grants & Development Coordinator
Employment Type: Full-Time, Exempt, Staff Position
Supervisor: Development Director
Location: South Los Angeles
Salary: $72,384 annually, plus benefits

Position Description: SCOPE seeks an experienced Grants & Development Coordinator to work closely with the Development Director to advance the organization's institutional fundraising and development efforts. The Coordinator will manage and coordinate key components of SCOPE's grants portfolio, including prospect research, proposal development, grant writing, reporting, funder communications, and grants administration. The Coordinator is expected to work with a high degree of autonomy and take substantial ownership of assigned grants and development projects, moving work from initial research and planning through drafting, internal coordination, submission, and follow-up. Under the general supervision of the Development Director, the Coordinator will manage assigned institutional funding projects, exercise judgment in determining project needs and next steps, and elevate strategic or organizational decisions as appropriate. The ideal candidate is an exceptional writer and highly organized project coordinator who can synthesize complex program, policy, organizing, and financial information into compelling fundraising materials; manage multiple deadlines; and collaborate effectively across departments.

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 Black, Latine, 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 & Portfolio Coordination (50%)

- Manage assigned grant opportunities and reports from planning through submission, in coordination with the Development Director.
- Draft, edit, and prepare high-quality grant proposals, letters of inquiry, reports, and other institutional fundraising materials.
- Coordinate proposal and report development by gathering program narratives, outcomes, budgets, work plans, supporting documentation, and other materials from program, finance, and administrative staff.
- Exercise judgment in reviewing funding guidelines and requests for proposals; assess requirements, determine information and materials needed, coordinate internal contributors, identify and resolve routine submission issues, and recommend approaches to the Development Director as appropriate.
- Translate SCOPE's organizing, policy, research, and campaign work into clear and compelling

narratives for philanthropic and government audiences.
- Maintain organized grant files, proposal materials, boilerplate language, supporting documents, and submission records.
- Prepare funder correspondence, updates, executive and board reports, annual report content, and other development materials as assigned.

Development Coordination & Prospect Research (30%)
- Coordinate SCOPE's grants calendar and track proposal, reporting, stewardship, and renewal deadlines; proactively flag upcoming needs and help ensure timely completion.
- Research and identify prospective foundation, government, corporate, and philanthropic funding opportunities aligned with SCOPE's mission, campaigns, and strategic priorities.
- Maintain and help strengthen SCOPE's institutional funding pipeline, including prospect research, relationship tracking, cultivation notes, next steps, and grant schedules.
- Prepare funder profiles, background research, briefing materials, and other information to support cultivation meetings and funding strategy.
- Support preparation for funder meetings and follow-up, including gathering relevant program information, preparing talking points and materials, and documenting next steps.
- Develop a strong working knowledge of SCOPE's program areas and campaigns through department meetings, staff workgroups, membership meetings, campaign activities, and other organizational events.
- Identify opportunities to improve grant-development workflows, templates, tracking systems, and internal coordination, and work with the Development Director to implement improvements.

Donor Engagement, Development Systems & Organizational Support (20%)
- Maintain accurate funder records, proposal documents, deadlines, relationship notes, and other development information in SCOPE's fundraising systems and CRM.
- Collaborate with Finance and Administrative staff to prepare grant budgets, financial reports, and supporting documentation and ensure consistency between narrative and financial materials.
- Support individual donor cultivation and stewardship efforts, including donor communications, acknowledgments, appeals, and other engagement activities.
- Support individual giving campaigns, fundraising events, membership drives, and other development initiatives as needed.
- Work with the Development Director to identify opportunities to strengthen donor relationships and expand SCOPE's individual giving program.
- Provide additional support across institutional and individual fundraising activities based on Development Department priorities and organizational needs.
- Contribute to development planning, department work plans, and periodic fundraising reports in partnership with the Development Director.
- Participate in bi-monthly staff meetings, staff political education sessions, annual staff retreats, and other activities required of staff or as part of the Development Team.
- Perform other duties as assigned.

Essential Knowledge, Skills, and Abilities
- Bachelor's degree in a related field or equivalent combination of education, training, and experience. Advanced degree welcome but not required.
- Three or more years of relevant experience in nonprofit development, grant writing, institutional fundraising, research, communications, or related work preferred.
- Demonstrated experience developing strong written materials; successful grant proposal and report writing experience strongly preferred.
- Excellent writing, editing, proofreading, research, and analytical skills, with the ability to synthesize information from multiple sources into compelling narratives.
- Strong project management and organizational skills, including the ability to independently manage multiple projects, stakeholders, and deadlines.
- Sound judgment, initiative, follow-through, and the ability to identify missing information, anticipate next steps, and move projects forward with appropriate guidance.

- Strong interpersonal, communication, and listening skills and demonstrated ability to collaborate across departments.
- Understanding of nonprofit fundraising and philanthropy, particularly institutional foundation funding; familiarity with government grants is a plus.
- Demonstrated commitment to social justice and racial justice and familiarity with issues affecting low-income communities and communities of color.
- Familiarity with grassroots organizing, advocacy campaigns, voter engagement, and movement-building strongly preferred.
- Proficiency with Microsoft Office, Google Workspace, Outlook, and donor databases or CRM systems; EveryAction experience is a plus.
- Bilingual English/Spanish is a plus.

Work Environment: This position is based in SCOPE's South Los Angeles office and operates in a professional office environment. This is a deadline-driven position that requires flexibility in scheduling. The Coordinator is responsible for managing their work and time to meet grant, reporting, and organizational deadlines and may occasionally perform work outside standard office hours, including evenings or weekends, as needed. Any remote-work arrangement is subject to SCOPE's current organizational policies and operational needs.

Physical Demands: The physical demands described here are representative of those required to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The position requires the ability to listen, hear, speak, read, write, concentrate, and use a telephone and computer, and may occasionally require lifting or moving up to 20 pounds, climbing stairs, bending, and stooping.

Employment Type: This is a full-time, exempt, salaried, at-will staff position. The Coordinator works with a high degree of independence in managing assigned responsibilities and is accountable for meeting established grant, reporting, and development deadlines. Work schedules may vary based on deadlines, funder requirements, meetings, events, and organizational needs. This role is considered non-supervisory, and non-confidential and is therefore subject to union participation. Although a collective bargaining agreement has not yet been established, this position would be governed by a negotiated collective bargaining process between SCOPE and the National Organization of Legal Services Workers, UAW Local 2320.

Compensation & Benefits: Annual salary: $72,384. Benefits include fully paid health, dental, and vision coverage; 401(k); generous vacation and sick leave; professional development opportunities; and other benefits provided under SCOPE policy and, if applicable, the collective bargaining agreement.

Equal Employment Opportunity: 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; include “Grants & Development Coordinator” in the subject line.