

JOB TITLE: Development Associate/Grant Writer in Training

EMPLOYER: Asian Youth Center

DEPARTMENT: Administration

REPORTS TO: Development Manager or Executive Director

EFFECTIVE DATE: December 1, 2022

FLSA STATUS: Hourly, Full-Time, Non-Exempt, At-Will

SALARY: \$18- \$25

SUMMARY: The Asian Youth Center (AYC) seeks an adaptable, qualified, and highly motivated professional who can provide administrative support to communications and development projects that raise funds to support the long-term sustainability of the organization and train to write grant proposals, grant reports, and manage the grant database. The Development Associate/Grant Writer in Training is a member of the Development Team and, as such, provides support and assistance for a variety of fundraising projects.

DUTIES AND RESPONSIBILITIES:

The key objectives for this position are to:

1. Draft and submit proposals for corporate, foundation, and government grant applications and reports.
2. Provide detailed and accurate tracking and monitoring through grants database, Excel spreadsheets, and other documentations and data entry, Etc.
3. Provide support and implementation assistance to communications that describe AYC's programs accurately and attractively to secure gifts and/or grants from individuals, organizations, corporations, foundations, and government entities.
4. Provide support for best practices in the development department infrastructure.

Some of the anticipated position responsibilities may include, but are not limited to:

- Conduct and document grant research.
- Draft letters, proposals, and other content for grant applications and grant reports.
- Maintain and manage grant record keeping in the database and paper files.
- Draft content for the annual report, website, social media, and other communications, including public relations (press releases and press conferences).
- Provide support to the Development Team for all major fundraising initiatives.
- Attend community events and meetings digitally or in person (bidders conferences, funder forums, Etc.) to build relationships with grantors and donors; and
- Perform other related duties as assigned by the supervisor.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree (BA) in English, Communications, or a related field from a four-year college or university or equivalent combination of education and experience.
- At least one year of work experience in the non-profit sector.
- Proven ability to draft successful grant proposals.
- Ability to work on multiple projects, prioritize and problem-solve.

- Excellent verbal and written communication skills.
- Excellent attention to detail in the documentation.
- Certificates, licenses, and registrations required: Adult, Child, and Infant CPR/AED & First Aid Certification; valid California driver's license, excellent driving record, reliable transportation, and auto insurance.
- Computer skills required: Microsoft Office 360 (Outlook, SharePoint, Teams, Word, Excel, PowerPoint, Etc.); Adobe Pro; Canva; Zoom; Etc.

COMPETENCIES:

- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Job Knowledge** - Displays required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how the job relates to others. Uses resources effectively.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Frequently required to stand, walk, and sit

- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Occasional exposure to outside weather conditions
- While performing the duties of this job, the noise level in the work environment is usually moderate to very loud
- The employee must occasionally lift and /or move more than 35 pounds

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please send a cover letter and resume along with 3 references to careers@aycla.org.

AYC is an Equal Employment Opportunity Employer and adheres to hiring practices in accordance with Federal and State regulations.