



RISING SUN

CENTER FOR OPPORTUNITY

TEMPORARY POSITION: GRANT ASSOCIATE

Rising Sun seeks a temporary Grant Associate to support our Development team while staff are on leave. This is a 5-month temporary position. The position will grow institutional support for Rising Sun's innovative work promoting income equality and climate resilience.

The Temporary Grant Associate will be focused on grant writing, researching and prospecting institutional funders as well as, managing and maintaining the grant and reporting processes.

A successful Temporary Grant Associate. . .

- Is a highly skilled communicator that has excellent written and verbal communication skills.
- Thrives in a very fast paced environment with many competing demands. You know how to communicate about your work load and manage expectations while constantly reprioritizing tasks based on current needs.
- Is extremely organized with a serious attention to detail. Tasks do not fall off your radar. You are an accomplished task juggler. You are able to move multiple projects forward at once, keeping work products moving through the approvals process in a highly efficient way. You meet all deadlines and meticulously copy-edit and fact-check.
- Is a creative thinker. You know that there are generally many ways to approach a situation and you're not afraid of sharing new and different ideas.
- Is calm, cool, and collected. You manage stress effectively and, in the face of obstacles and set-backs, you can take a deep breath and forge a new path forward.

The Temporary Grant Associate is responsible for. . .

- Grants
 - Manage the grants calendar (proposals, LOIs, reports, etc.)
 - Research potential grant funding, regularly conducting thorough searches through such resources as the Foundation Directory, Grants.gov, and others, and staying on top of opportunities as they arise through attention to list serves and mailing lists
 - Draft high-quality, compelling grant proposals for foundations, government entities, and corporate funders that reflect a solid understanding of our work, allowing ample time for input and revision by directors.
 - Manage all components of grant proposals and shepherd them through the drafting, revision, and submission processes

- Provide support on grant management as well as grant reports, drafting, editing, and submitting, as necessary
- Maintaining data
 - Meticulously track all applicable donor information, “touches”, and actions in Salesforce
 - Maintain a robust grant research list, tracking potentially relevant foundations and assessing them with ratings indicating the probability of funding potential
- Funder communications
 - Draft, prepare, and send communications to funders including acknowledgements, notes, invitations, and organizational updates
- Supporting the development team where needed

To be considered for this position you must...

- Have relevant grant writing and development experience
- Possess excellent communication skills (written and verbal)
- Be proficient in Microsoft Office Suite (Word, Excel, & PowerPoint, Publisher)
- Have experience with Salesforce or a similar CRM
- Possess a passion for Rising Sun’s mission

About Rising Sun...

Rising Sun is a premier nonprofit organization working at the intersection of economic equality and climate resilience in the greater California Bay Area since 1994. Our Opportunity Build program provides pre-apprenticeship training, case management, and job placement to prepare low-income adults who experience barriers to employment for careers in construction, energy efficiency, solar, and the building trades. Our Climate Careers program employs local youth to provide free residential energy and water efficiency installation and education services, or Green House Calls, and operate Bay Area and Central Valley counties.

About our culture...

We are mission-driven and work hard because we care deeply about what we do. We are deeply committed to equity and inclusion and want to do the self-work necessary to be successful in these areas. We like working with each other and we like to make work fun. We like to try new things and encourage each other to find unique and unconventional ways to tackle tough problems. We celebrate every birthday, eat a lot of dessert together, and recycle the same birthday candles until they’re gone. There’s usually at least one dog hanging around the office, and sometimes a staff member’s kid or two as well. We want people to grow. We like to promote from within and build each other up, but we also like to bring in new ideas and different perspectives. We’re looking forward to meeting you and hearing about how you can contribute to making Rising Sun a great place to work.

You might also be wondering about pay and benefits...

This is a full-time, temporary, exempt and salaried position. Salary is commensurate with experience and competitive with other nonprofit organizations.

RISING SUN IS AN EQUAL OPPORTUNITY EMPLOYER

Rising Sun is committed to diversity and considers all applicants for all positions without regard to color, ethnic background, religion, sex, gender, sexual orientation, national origin, age, and disability status. EOE/AA; women and minorities are

Ready to apply?

Please email your resume, cover letter, and three professional references to hatton@risingsunopp.org, and include “Temporary Grant Associate Position” in the subject line.

encouraged to apply.

For more information about Rising Sun, please visit www.risingsunopp.org

