



Job Announcement: Grant Coordinator

Applicants should be passionate about transforming lives and supporting youth and parent led campaigns focused on improving schools.

Coleman Advocates for Children and Youth is a member-led, multi-racial, intergenerational community organization working to create a city of hope, justice, and opportunity for children and families in San Francisco. We organize poor and working class BIPOC (Black, Indigenous and people of color) youth and families – primarily Black, Latinx, and Pacific Islander – to build power in their schools, communities, and in their own lives.

Coleman Advocates is seeking an experienced and talented writer, capable of emulating style, and doing audience-based revisions. Our Grant Coordinator will be a strong interviewer with the ability to create positive and detail-oriented programmatic check-ins with staff. While extensive grant writing experience is ideal, we absolutely need a style maverick with highly developed editing skills.

People (and/or people who have family members) with lived experience surviving the school to prison pipeline are strongly encouraged to apply.

Job Summary:

This person will be the primary grant writer for the organization. We are seeking someone who can work with the staff and members to create compelling narratives capable of sustaining our financial goals.

Start Dates: ASAP

Salary Range: \$54,000 to \$60,000

Reports to: Grants and Communications Manager

Benefits: Medical, dental, vision, and other benefits

Location: 459 Vienna Street, San Francisco, CA 94112

Application procedure: Email cover letter, resume, 3 references, and a writing sample to our hiring committee at hiring@colemanadvocates.org.

Primary Responsibilities:

- Research and write grant proposals, letters of interest, and reports to funders
- Gather information from staff on program goals, objectives, activities, and descriptions
- Capture qualitative stories and examples of campaign and program successes
- Work with program staff to review and define outcomes and indicators for each new grant received
- Develop and maintain systems of tracking grant deliverables to ensure that Coleman is meeting funding partner commitments

- Carry out periodic foundation prospect research and develop prospect outreach strategies
- Research new foundation funding opportunities and develop cultivation strategies
- Lead the development of grant budgets
- Assist in creating and be accountable to an annual fundraising plan, including measurable objectives and strategies to accomplish the revenue goals
- Assist with events
- Other duties as assigned

Primary Qualifications:

- Strong verbal and written communication skills
- Experience creating effective, purposeful pieces of writing
- Experience and ease working with people of different class, race, and ethnic backgrounds
- Demonstrated respect for the culture and leadership of young people and parents
- Highly organized; able to achieve goals in multiple work areas within established timelines
- Ability to work independently and in a team environment
- Strong computer skills in Microsoft Office and Google Suite
- Ability to problem solve and initiate solutions

Desired Qualifications:

- 2+ years of relevant fundraising and/or events management experience
- Database management experience
- Familiarity with San Francisco Bay Area communities, public school community organizing and political landscapes
- Knowledge of education justice policy issues
- Owns/has access to a car and has a valid driver's license
- College degree
- A sense of humor

We are an affirmative action employer. Current and former CMAC, YMAC and PMAC members, BIPOC, and formerly incarcerated applicants with a deep understanding of San Francisco's unique history and politics are strongly encouraged to apply.

It is the policy of Coleman Advocates to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, creed, religion, sex, national origin, ancestry, citizenship status, age, marital status, sexual orientation, physical or mental disability, veteran status, liability for service in the Armed Forces of the United States or any other classification prohibited by applicable law. Coleman works to ensure fair treatment of applicants and employees and actively enforces policies against discrimination and sexual harassment.