



Job Status: Grant Writer

Program: San Mateo County Pride Center

Status: \$23/hr DOE, Non-Exempt, 20-24 hrs./week, schedule flexible/TBD, pro-rated benefits

Reports to: Program Director

Considerations: We are currently providing all services virtually.

Organization:

The **San Mateo County Pride Center** is the first of its kind in the county and provides intensive support services to individuals and families in the LGBTQ+ community. The Pride Center is a partnership between StarVista, Outlet of Adolescent Counseling Services, Peninsula Family Service, in collaboration with San Mateo County Behavioral Health and Recovery Services. The program provides a broad range of services with three main components: 1) Clinical - individual, group and family counseling, peer support groups, case management; 2) Social/Community -event and gathering space, education, trainings; and 3) Resource center -library, referrals, web based media center.

Our Mission: The mission of the San Mateo County Pride Center is to create a welcoming, safe, inclusive, and affirming community climate that fosters personal growth, health, and opportunities to thrive for individuals of all ages, sexual orientations, and gender identities through education, counseling, advocacy, and support.

Grant Writer:

We are seeking a positive and energetic grant writer who will take initiative and is excited to support our mission to serve the health and wellbeing of local LGBTQ+ community. The Grant Writer will assist the San Mateo County Pride Center and StarVista's Development & Marketing team with growing and maintaining a robust fundraising program for the Pride Center including foundations and individual donors. They will focus primarily on grant writing. The ideal candidate will have excellent organizational and administrative skills, an ability to communicate effectively, strong attention to detail, and enthusiasm for the Pride Center's mission. This position provides critical support to achieving the fundraising and programmatic goals of the Pride Center and is a key member of our dynamic team.

Core Responsibilities:

- Work closely with Pride Center Program Director and StarVista's Director of Development and Marketing to determine funding priorities.
- Research and seek out possible funding sources from foundations and government with particular interest and connection to the LGBTQ+ community.
- Write compelling grant requests and proposals.
- Prepare timely and accurate foundation reports that track deliverables.

- Develop and coordinate annual schedule of grant applications and proposals deadlines.
- Collaborate with direct service staff and development teams for grant writing and reporting.
- Develop and foster relationships with government and foundation grant-making staff.
- Attend weekly Pride staff meetings and StarVista development team meetings.
- Help cultivate and track our individual donations and support the Pride Center team in on-line fundraising.
- Other duties as assigned.

Position Requirements:

- Ability to work in a multidisciplinary, multiracial, multicultural, multi-gender, and intergenerational environment.
- Excellent writing and editing skills with exceptional attention to detail.
- Excellent verbal communication skills.
- Ability to prioritize, organize, and manage multiple tasks and meet specific deadlines.
- Proven initiative and ability to work independently under minimal supervision and in a team environment.
- Flexible, resourceful, creative problem-solver, with ability to seek solutions collaboratively.
- Ability to motivate others and interface professionally with co-workers, volunteers, and other fundraising professionals.
- Understanding of Social Justice and Cultural Humility.
- Proficiency with Office Suite, especially Word and Excel.
- Ability to pass fingerprint and TB clearance required.

Preferred skills and qualifications:

- Experience with online media and communication platforms such as zoom
- Lived and work experience with the LGBTQ+ community and historically marginalized populations.
- Bi- Lingual and/or Bi-Cultural Preferred.
- BA or BS degree preferred.
- At least two years of professional administrative or other relevant experience.

To Apply: Email a cover letter and resume to Francisco Sapp, Program Director, at pridecareers@star-vista.org. Please put “Grant Writer” and your name in the subject line. In your application, please tell us a little about yourself, your accomplishments, and how are you going to be an asset to the San Mateo County Pride Center.

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StarVista is a private non-profit agency in San Mateo County that provides a wide array of free and low-cost services to help children, teens and adults who are dealing with substance abuse, domestic violence, mental health, relationship and communication issues. More information about the agency and its programs can be found at www.star-vista.org.