



Job Announcement
Los Angeles, CA
Job Title: Grant Writer
Full Time Position – Exempt (Hybrid Position)

General Description:

The Urban Peace Institute (UPI) is seeking a motivated Grant Writer to support the organization's fundraising goals and grant writing efforts. This position will support the organization's Development Department with identifying, defining, and developing funding sources to support existing and planned program activities and will lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies. This is an exciting opportunity to spearhead fundraising efforts to address the country's most urgent social issues, including reimagining public safety and transforming justice systems.

Primary responsibilities include preparation of proposals and grant applications, as well as performance of administrative work in researching, identifying, developing, and responding to public and private grant opportunities in areas that support Urban Peace Institute's programs.

Key Responsibilities, Oversight & Leadership:

- Researches and identifies new government, corporate, foundation and private funding prospects to match the organizations priorities;
- Generates high-quality proposals, narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures of UPI, and the requirements and guidelines of the funding agencies;
- Maintains primary responsibility for tracking grant application schedules and ongoing grants;
- Works with appropriate personnel to serve as a liaison to all funding agencies and organizations;
- Works with appropriate personnel to research, develop, write and submit letters of inquiry, concept papers, grant proposals and reports;
- Coordinates and follows-up on the progress of submitted proposals;
- Coordinates with the Development Director and Finance Department to create expenditure and income budgets to accompany proposals;
- Maintains UPI's master file on pending grants and contracts and manages the organizations grants management system via SalesForce;
- Supports the appropriate personnel with collecting, analyzing, and reporting data on the performance of program activities that are funded by federal, state, and private funding agencies.

Minimum Education, Skills and Abilities:

- Bachelor's degree required;
- 3 to 5 years of experience as a successful grant writer, preferably with a social justice focus;
- Experience which should demonstrate a proven track record of securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify institutional funding opportunities for UPI's programs.
- Previous experience with grant budget development and management;
- A proven record of securing major grants of \$100,000 or above
- Knowledge of grant application process, scoring criteria and funding cycles;
- Previous federal grant application, submission, approval, and management of funds
- Be highly organized with the ability to implement systems and follow-up processes;
- Proficiency in research, interpreting, and analyzing diverse data;
- Excellent Computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills;



- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment.

Annual Salary: \$60,000 - \$75,000. Includes health, dental and vision benefits, and generous retirement package. Parking is also included.

*Urban Peace Institute is an “at will” and equal opportunity employer committed to a diverse and inclusive workforce. **Women and people of color are encouraged to apply.***

Organization Mission & History:

UPI creates community safety and dismantles harmful systems to ensure justice and freedom from violence. We work to end injustice, violence and oppression of people who have been historically criminalized and marginalized. By expanding evidence and place-based community violence interventions, building power and assisting new regions, we advance solutions that lead to urban peace.

Since 2006, UPI has worked to develop and implement innovative solutions to address gun violence and engage in ground-level systems reform. In 2021, UPI separated from fiscal sponsorship as its programs and impact continued to expand. UPI’s works to prevent violence, achieve safety, and improve community health. Rooted in the past and current struggles for justice and equity, the Urban Peace Institute has successfully reduced gun and gang violence to historic lows, trained over 5,000 peacemakers in public health approaches to reduce violence, as well as championed justice reforms to end youth incarceration.

To Apply:

Please send resume and cover letter stating interest in the position specifically **detailing your qualifications and commitment to urban peace issues and/or social justice to:**

ATTN: Mia McNeil, Manager of Philanthropy and Donor Relations
1910 W. Sunset Blvd., Suite 800, Los Angeles, CA 90026
Or e-mail to: careers@urbanpeaceinstitute.org

Application Deadline: Open Until Filled