



Going Beyond Boundaries, is a nonprofit organization;

Our mission is to serve the community of South Los Angeles, In all aspects of violence reduction and trauma amelioration, be it by education, advocacy, resource, and or Intervention.

G.B.B seeks an experienced professional to join its development office as a Grant Writer. In support of existing programs and planned initiatives, the individual selected will research and identify funding sources, write grant proposals, and prepare grant progress reports.

Position will be as an independent contractor, part-time (5 hours/week \$25.00Hr) and temporary (approximately one year), and work will be performed under broad direction of the Executive Director and Fundraising Chair with the majority of work performed independently.

All interested persons please fax your Resume and Cover Letter to: (323)231-3331 Att: Johnny Garay

Qualifications:

The ideal candidate:

- is passionate about the mission of the organization;
- has excellent writing skills - ability to write clear, structured, articulate, and persuasive proposals and reports, strong editing skills, and high-level command of grammar and spelling;
- is experienced in research, interpreting, and analyzing diverse data;
- is highly organized and efficient;
- uses independent judgment to produce a quality work product within tight time constraints;
- has high professional standards, attention to detail, and commitment to meet deadlines;
- is a member in good standing of Association of Fundraising Professionals;
- has fluency with Microsoft Office suite;
- has ability to work collaboratively and independently to achieve stated goals; and
- has a Bachelor's degree, though graduate degree preferred is A+, can substitute w/Exp.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Understand agency's history, programs, and vision; www.goingbeyondboundaries.org
- Perform research to evaluate prospects for government, corporate and foundation grants, and individual donors;
- Write government, corporate, and foundation grant proposals;
- Write progress reports as required by government, corporate and foundation donors;
- Work collaboratively with G.B.B staff and volunteers to meet the goals of the development office; and
- Assist with fundraising projects as requested