



Job Description

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| Job Title: | Grant Writer | Exempt / Non-Exempt: | Non-Exempt |
| Unit: | Administration/ Development | Benefits: | Full Benefits Package |
| Location (City): | Corporate Office 2900 Crenshaw Blvd, Los Angeles, CA 90016 | Travel Required: | Yes, mostly local |
| Hourly Rate Range: | \$22.10- \$33.39 per hour | Position Type: | Full-Time Regular |
| Date Posted: | | Posting Expires: | |

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| External Posting URL: | www.indeed.com , www.handshake.com , LinkedIn.com |
| Internal Posting URL: | www.aadapinc.org |

Applications Accepted By:

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| Fax or Email: FAX: 323.295.4075 Email: hr@aadapinc.org Subject Line: Job Application | Mail: ATTN: Jennifer Nishimura, HR AADAP, Corporate Office 2900 Crenshaw Blvd. Los Angeles, CA 90016 |
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Job Description

A. SUMMARY STATEMENT:

Under the direct supervision of the Development Director, the Grant Writer is responsible for coordinating the writing and submission of grants and applications for funding for the agency and performing other related functions.

B. DUTIES AND RESPONSIBILITIES:

1. GRANT WRITING AND COORDINATION (90%):

- a. Review and assess funding opportunity announcements for suitability of grant submission.
- b. Communicate with Unit Managers, Program Coordinators, and Staff on scheduling grant meetings, proposal concepts and submission workplans/outlines.
- c. Create detailed Workplans or Outlines for the submission of grant proposals.
- d. Take lead on driving the submission timeline and ensuring that all deadlines are met.

- e. Review for requirements such as certifications, online system registrations (ie. eRA Commons, grants.gov, SAM.gov, RAMPLA, State SOI, etc.) and work with Admin and Management Team to ensure that agency is up to date and properly certified.
- f. Research data and information from credible sources for the development of the proposal.
- g. Provide Writing for grant submissions: narrative, workplans, logic models, budget justifications, etc.
- h. Maintain clearly organized files on Google Drive for each grant submission during the grant development process and after submission to keep a digital archive.
- i. Communicate regularly with Admin and Development staff on the progress of the grant submissions.
- j. Create physical Proposal Files after a grant submission for the Central File.
- k. Attend meetings on behalf of AADAP as needed: Bidder's Conferences, Grant Webinars, etc.
- l. Additional duties as assigned
- m. Regular work schedule may need to be adjusted for specific situations as dictated by program needs.

2. GRANTS MANAGEMENT & REPORTING (10%)

- a. Become proficient at accessing and using online platforms needed for grant reporting and management.
- b. Gather data and narrative for grant reports, and assist with submissions.
- c. Manage the billing and reporting for certain grants programs such as HRSA Community Funded Projects.

D. QUALIFICATIONS AND EDUCATION REQUIREMENTS

1. REQUIREMENTS:

- a. Four-year college education related to field or equivalent work experience related to position.
- b. Valid California Driver's License and current automobile liability insurance.
- c. Demonstrated knowledge and skill in computer operations.
- d. Past grant-writing experience, and success in securing funding for nonprofit services.

2. PREFERRED QUALIFICATIONS:

- a. Bilingual or bicultural capabilities with Asian/Pacific languages and cultures.
- b. Computer literate and ability to work with Macintosh computers.
- c. Detail-oriented and excellent time management skills.
- d. Strong written and oral communication skills.



- e. Ability to work efficiently with a team and to lead a group of individuals to meet deadlines.
- f. Experience in the development and use of database applications such as Salesforce.

General Requirements and Knowledge, Skills, and Abilities (KSA's):

- Permanent resident or U.S. Citizen; proof of work eligibility upon hiring.
- Must have three (3) years of recovery or drug free lifestyle as of the date of the application.
- Ability to get along well with others, be punctual, pleasant, and tactful with professional appearance and conduct.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, clients and their families, community organizations, and the general public.
- Ability to be culturally competent of age groups, gender identity, sexual orientation, spiritual beliefs, socioeconomic status, and diverse cultures.

Physical Requirements:

Moderate Duty

This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting reaching, working on irregular surfaces, occasional lifting of objects over 25 pounds, and frequent lifting of 10-25 pounds. Ascending and descending ladders and staircase will be more frequent. An example is this position frequently will be moving and organizing agency supplies.

AADAP, INC. IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND
ADHERES TO HIRING PRACTICES IN ACCORDANCE WITH FEDERAL AND STATE
REGULATIONS

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| Reviewed By: | Director | Date: | 6/24/24 |
| Approved By: | HR | Date: | |
| Last Updated By: | Paulina Hong, Development Director | Date: | 6/24/24 |
| Employee Acknowledgement: | | Date: | |