



Silicon Valley Education Foundation (SVEF) is the largest educational nonprofit in Silicon Valley. Our mission is to deliver and advocate for STEM education that inspires students, especially those who lack access and opportunities, to succeed in college and careers. We are guided by the belief that all students are capable of pursuing higher education and boosting their future economic mobility regardless of their background. SVEF has an established legacy of providing proven STEM programs and being profoundly committed to empowering students to graduate high school career and college ready. The impact of our work is evident in our strong partnerships with districts and donors in closing the achievement gap and the creation of a workforce that has the skills to meet 21st century needs.

### **Position: Grant Writer**

The Grant Writer provides coherent, organized and compelling written proposals and reports that incorporate knowledge of best-practice fundraising methods with SVEF's plans to reach income goals. Reporting to the Development Manager, the Grant Writer will also collaborate with program staff and other team members in the organization to support SVEF.

This is an exciting opportunity for an emerging fundraising professional to work in close partnership with a seasoned Development Manager and CFRE. This position plays a critical role in our organization and will be engaged with a mission-driven, highly-achieving team.

### **Major Duties/Responsibilities**

- Write, edit, submit and manage grant proposals and reports to existing funders. (80%)
- Identify new grant funding opportunities and collaborate with SVEF teams. (5%)
- Maintain an updated pipeline/ database of grants and leads; ensure proper recognition and stewardship of foundation funders. (5%)
- Collaborate with the Development and Communications team to provide content for SVEF annual report, newsletters, events, and other opportunities. (5%)
- Assist with the overall execution of development department's strategy; other tasks as needed. (5%)

### **Qualifications & Necessary Skills**

- 3+ years of experience as a professional grant writer working with nonprofit organizations, preferably in the field of education.
- Demonstrated commitment to the mission and core values of SVEF.
- Must be a strong writer with demonstrated written communication and interpersonal skills and an ability to inspire and convey the SVEF story (writing sample required).
- Strong analytical, organizational, project management and problem-solving skills
- Ability to maintain professionalism under pressure with abilities to multi-task, anticipate change and react efficiently with challenging deadlines and priorities
- Ability to work well independently as well as collaboratively, with a willingness to learn and a strong work ethic as part of a team.
- Adherence to the AFP Code of Ethics and Donor Bill of Rights
- Word, Excel, PowerPoint, Google Docs, and Salesforce proficiency

### **Preferred Start Date and Salary Parameters**

Preferred start February 2020, salary commensurate with experience.

### **Application Process**

Send your cover letter, resume and a writing sample\* to [hr@sveffoundation.org](mailto:hr@sveffoundation.org).

\*Your writing sample should showcase your experience as a grant writer. Strong applicants will provide a full grant application (with sensitive information redacted as needed) that includes a compelling narrative and a clear budget.