



**Girls Incorporated of Orange County**  
**Mission: Inspiring all girls to be Strong, Smart and Bold**  
**Vision: Empowered Girls and an Equitable Society**

Girls Inc. of Orange County is a private, non-profit agency serving girls from kindergarten through college. We are an affiliate of the Girls Inc. national organization, the nation’s leading voice for girls. Our programs for girls give equal concern for careers and life planning, health education, leadership and community action, self-reliance and life skills, culture and heritage, academic achievement, participation in sports, and excellence in math, science, and technology. Our programs have proven to be effective in inspiring girls to become Strong, Smart, and Bold.

**POSITION INFORMATION**

**Position Title: Grant Writer**

**Supervisor:**  
Chief Development Officer (CDO)

**Full or Part-time:**  
Full-time (Exempt)

**Positions Available:**  
One

**Purpose of Position:**  
Reporting to the Chief Development Officer, the Grant Writer will play a critical role in securing funding to support Girls Inc. of Orange County’s mission. This position is responsible for leading grant research, writing compelling grant proposals, managing grant compliance, and overseeing all grant-related processes. The Grant Writer will also support donor stewardship efforts by supporting the preparation of reports and impact narratives to maintain and build strong relationships with funders. In addition to the Development team, this position will work closely with the Data & Evaluation Coordinator, the Director of Finance, and program staff.

**Regular or Temporary:**  
Regular

The Grant Writer should have a proven track record of writing grant proposals, researching and securing new funding opportunities, and working with a team to ensure alignment in funding priorities. The ideal candidate is an exceptional writer, a detail-oriented project manager, and a strategic thinker.

**PRIMARY RESPONSIBILITIES**

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

**Grant Writing and Research (85%)**

- Develop compelling grant proposals, applications, and letters of inquiry that align with the organization’s mission and funding priorities.
- Manage the full grant cycle, from proposal development to submission, ensuring compliance with funder guidelines and deadlines.
- Develop grant budgets and financial documents in collaboration with finance and program staff.
- Research and identify potential grant opportunities from public and private funding sources.
- Attend seminars and networking events that introduce funders to the nonprofit community.
- Regularly attend program events and coordinate site visits to ensure familiarity with curriculum and identify funding needs.

**Grant Coordination & Reporting Support (10%)**

- Maintain and steward a grants portfolio to meet annual fundraising goals.



- Track grant deadlines, submissions, and reporting requirements, ensuring all necessary reports are completed on time by the **Data & Evaluation Coordinator**.
- Facilitate communication between program staff and the **Data & Evaluation Coordinator** to gather necessary data and program impact information.
- Maintain accurate grant records, funder communication, and proposal documents within the donor CRM system.
- Prepare bi-monthly reports for CDO to share progress towards funding goals for key stakeholders and board members.
- Maintain an archive of organizational materials frequently requested by funders (e.g. financials, board details).
- Oversee maintenance of GIOC accounts on public sites such as GuideStar.

#### **Donor Stewardship & Communications (5%)**

- Support the CDO in funder relations, including thank-you letters, impact reports, and donor updates.
- Assist in the creation of fundraising materials, including case statements, appeal letters, and sponsorship proposals.
- Attend funder meetings and ensure effective communication with funding partners.
- Contribute to the organization's overall fundraising strategy by identifying opportunities for expanded funding partnerships.

## **QUALIFICATIONS**

### **Qualifications & Requirements**

- **Bachelor's degree** in English, Communications, Nonprofit Management, or a related field.
- **Minimum of 3 years of grant writing experience**, preferably in a nonprofit organization.
- Proven track record of securing grants from foundations, corporations, and government agencies.
- Strong research and analytical skills to identify new funding opportunities.
- Exceptional written and verbal communication skills, with the ability to translate program impact into compelling narratives.
- Experience coordinating with program teams and data personnel to facilitate grant reporting.
- Proficiency in Microsoft Office Suite and donor CRM software.
- Ability to manage multiple projects, meet deadlines, and work collaboratively in a fast-paced environment.
- Commitment to the mission of Girls Inc. of Orange County and a passion for empowering girls.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must be able to stand, walk, reach with hands and arms, stoop, talk and hear.
- Must be able to lift 25 lbs.
- Must be able to sit for long periods of time.
- Must be able to work occasional evenings and/or weekends.

### **Compensation and Benefits**

- Salary range: \$70,000-\$80,000, salary commensurate with qualifications and experience.
- Medical insurance (after 60 days), employer covers 85%
- Dental and Vision insurance covered by employer at 100% cost
- Retirement Plan (eligible after 90 days), employer matches up to 3%
- Paid holidays, vacation time, sick time, and birthday holiday



**Please send cover letter, resume, and writing sample** to [humanresources@girlsinc-oc.org](mailto:humanresources@girlsinc-oc.org). No phone calls, please.

For more information on Girls Incorporated of Orange County, please visit our website at: [www.girlsinc-oc.org](http://www.girlsinc-oc.org).

Girls Incorporated is an equal opportunity employer.