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**JOB ANNOUNCEMENT**

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February 2017

**Grants Officer**

The Public Justice Foundation, a 501(c)(3) membership organization which supports high impact lawsuits to combat social and economic injustice, protect the Earth's sustainability, and challenge predatory corporate conduct and government abuses, seeks to hire a Grants Officer to manage and grow a recently established grant portfolio.

The Grants Officer works with the Development Director and staff attorneys to develop and implement strategies for identifying, applying for, and securing grants from foundations and trusts, as well as stewardship and cultivation strategies to engage grantmaking partners in the organization's work.

**Qualifications:** A team player with superb writing and organizational skills, an ability to juggle multiple tasks in a fast-paced environment, a tenacious personality, excellent attention to detail, a commitment to follow-through, a good sense of humor, and a healthy sense of outrage would fit in well with the collegial and progressive culture that is the organization's hallmark.

**Responsibilities:**

1. Manage, maintain, and grow a strategic foundation gifts program; establish criteria for identification of appropriate prospective foundation and trust funders; use these criteria and refine as necessary.
2. Working closely with the Executive Director and Managing Attorney, evaluate Public Justice litigation areas for possible funding opportunities of interest to foundation and trust prospects.
3. Manage a portfolio of 50-100 foundation prospects, direct and conduct relevant research.
4. Develop, launch, and implement best practices in cultivation and interaction with foundation prospects and donors, including shoulder-to-shoulder assistance for staff attorney colleagues with varying levels of fundraising expertise.
5. Support the organization's on-going strategic planning efforts, including providing input on current funder stewardship duties, prospective funder interests/resources, and grant management infrastructure needs to support foundation revenue in the long-term.
6. Draft and finalize letters of intent, grant proposals, and grant budgets; draft and finalize stewardship reports, including financial attachments; meet with staff attorneys, finance staff, and senior leaders to gather necessary information to prepare these documents.
7. As requested, produce articles, updates, and reports for internal (i.e., Board of Directors) and external purposes.

8. Maintain relevant electronic files on all prospective, current, and past foundation supporters, utilizing Donor Perfect and other systems.

9. Where possible, assist with other resource development activities, such as writing appeals, supporting cy pres declarations and tracking, researching other prospective financial supporters, and other duties as assigned.

**Requirements and Qualifications:**

- Three to five years of previous experience in foundation fundraising and/or grant-writing.
- Direct knowledge and experience of prospect research, ideally of private foundations and trusts.
- Successful, provable track record of securing foundation gifts at the five- and, six-figure levels.
- Customer-service mentality in a fast-paced, detail-oriented environment.
- Well-developed, demonstrably effective writing skills.
- Excellent attention to detail, planning and organizational skills.
- Problem-solver able to creatively and effectively overcome obstacles.
- Proven ability to successfully motivate more senior colleagues to provide necessary support for grant and reporting requirements.
- Good judgement and ability to maintain confidential information.
- Willingness both to delegate and to roll up sleeves to accomplish whatever needs to get done.
- Bachelor's degree or equivalent experience. Master's degree in English, communication, journalism, or similar field, strongly preferred.
- Certified Granter Writer (CGW) preferred.

**Salary and Benefits:**

Commensurate with experience. Attractive benefits package provided.

**Applications Should Be Submitted To:**

Résumé, cover letter, and writing sample required. Please email to [twrenn@publicjustice.net](mailto:twrenn@publicjustice.net), with subject of "Grants Officer Application."