



# PUBLIC JUSTICE

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## IMPACT. CHANGE.

National Headquarters 1620 L Street NW, Suite 630, Washington, DC 20036  
West Coast Office 475 14th Street, Suite 610, Oakland, CA 94612

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### **JOB ANNOUNCEMENT**

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**Please post and inform potential applicants.**

**December 2020**

#### **GRANTS OFFICER** **Washington, DC**

Public Justice seeks a full-time Grants Officer to cultivate and steward current and prospective foundation funders. Public Justice is a non-profit legal advocacy organization that pursues high impact lawsuits to combat social and economic injustice, protect the Earth's sustainability, and challenge predatory corporate conduct and government abuses. In particular, we ensure access to the civil justice system, protect the civil rights of students, boldly lead efforts to reform the industrial agriculture system, fight to end qualified immunity and modern-day debtor's prisons, enforce the nation's most important environmental laws, and much more.

This is a unique and exciting opportunity to help support fundraising efforts for some of the most critical legal and social issues facing the country. Working within a small Development Team, the Grants Officer will have an opportunity to further build upon a grants program that has experienced rapid growth in revenue over the past two years. The Grants Officer will be the lead staff member on foundation and grant-related work, including drafting proposals, letters of inquiry, grants reports, and cultivating new sources of foundation support. Working with the Development Director and Staff Attorneys who serve as project leads, the Grants Officer plays an integral role in generating the income necessary to sustain the organization's mission and practice areas.

This position is open immediately, is an exempt position and reports to the Development Director. The position is based in our Washington, DC, office, although exceptional remote candidates will be considered. During the COVID-19 crisis, all Public Justice employees are working remotely.

#### **Job Responsibilities:**

- 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;

- Draft and finalize grant proposals, Letters of Inquiry, and respond to Requests for Proposals; meet with staff and attorneys as well as members of the Management Team to gather necessary information to prepare these documents;
- Working closely with the Development Director, evaluate Public Justice's litigation areas for possible funding opportunities of interest to foundation and trust prospects;
- Manage a portfolio of 50-100 foundation prospects, direct and conduct relevant research, and where appropriate, assist in supervision of the Development Communications Associate and intern in doing these tasks;
- Develop and implement best practices in cultivation and interaction with foundation prospects and donors;
- As requested, produce articles, updates and reports, both for internal and external purposes as well as grant reporting requirements;
- Work with the finance and accounting team on grant budget development and grant spending reports;
- Respond to inquiries and requests for information from foundation supporters and others, when appropriate; if possible, proactively identify potential information needs;
- Maintain relevant electronic files on all prospective, current and past foundation supporters, utilizing the Development Team's database and other systems;
- Where possible, assist with other resource development activities, such as writing appeals and researching other prospective financial supporters.

**Requirements and Qualifications:**

- Three to five years of previous experience in foundation management and/or grant-writing;
- Direct knowledge and experience of research, ideally of private foundations and trusts;
- Successful, provable track record of securing foundation gifts at the five- and, six-figure – and ideally seven-figure – levels;
- Well-developed, demonstrably effective writing skills;
- Significant proficiency in managing grant budgets;
- 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;
- Working knowledge and understanding of donor/membership databases is preferred;
- Good judgment and ability to maintain confidential information;
- Excellent attention to detail, planning and organizational skills;
- Experience working with Microsoft office suite (Outlook, Word, Excel, PowerPoint); high level of comfort working with online applications;

### **Salary and Benefits:**

Public Justice offers a generous benefits package, including two weeks of paid vacation, two weeks of sick leave, and two personal days each year, all federal holidays, employer-paid health, dental and vision insurance premiums, and a 401(k) plan. Salary will be in the range of \$75,000 - \$85,000, depending on experience.

Public Justice is an equal opportunity employer and values a diverse and progressive workplace. Women, people of color, LGBTQ applicants, people with disabilities and veterans are all strongly encouraged to apply.

Please send your cover letter, resume, writing sample, and contact information for three references to Development Director Kelly Simon at [ksimon@publicjustice.net](mailto:ksimon@publicjustice.net). The application deadline is **January 15, 2020**, at which point applications will be reviewed on a rolling basis until the position is filled.

No phone calls please. For more information on Public Justice, please visit our website at <http://www.publicjustice.net>.