

Job Title: Development Writer

Reports To: Director of Development

About CLARE | MATRIX:

CLARE | MATRIX is a nonprofit organization providing effective and compassionate treatment, recovery, and prevention services for alcoholism and substance abuse to individuals, families, and the community.

Since 1970, CLARE | MATRIX has provided quality substance abuse and mental health treatment to men, women, and children in southern California.

Through programs run by a compassionate, committed, results-oriented team of counselors, therapists, and administrators, CLARE | MATRIX continues to build its reputation as a leader in Evidence-Based Treatment practices and continues to break new ground in the areas of positive outcomes, outreach, research, and community involvement.

Headquartered in Santa Monica, CA, CLARE | MATRIX maintains 18 facilities in the Southern California region; providing services to participants in a manner consistent with its Core Values: Compassion, Teamwork, Integrity, Empowerment, Adaptability and Equality.

Responsibilities and Duties:

- Develop and write grants, concept notes, letters of inquiry, campaign solicitations, case statements, and stewardship and compliance reports to foundations, corporations, individuals, and government agencies.
- Assist in maintaining a CRM-based grant tracking report.
- Assist the Director of Development and Chief Development Officer in monitoring progress of projects funded through philanthropy and government agencies.
- Assist in organizing and generating information that can maintain donor and funding data
- Assist in prospect and RFP research.
- Serve as a resource for C|M staff on developing written content.
- Utilize knowledge of funding and industry trends that can advance C|M's mission.
- Attend and participate in planning processes prior to the release of major RFPs.
- Partner with the Development Operations Manager to advance the grant proposal process.

Knowledge, Experience & Skills:

- Minimum of three to five years of experience in grant writing in a nonprofit environment.
- Experience with government contracts and grant writing highly desirable.
- Strong writing, editing, proofreading, and verbal skills.
- Bachelor's degree from an accredited college or university.
- Excellent project management skills with experience in managing and supervising administrative projects.
- Successful track record of grant awards.

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- Detail oriented.
- Skilled user of Microsoft Office Suite, including knowledge of data set manipulation with Excel.
- Knowledge of basic database queries.
- Familiarity with Raiser’s Edge and Salesforce highly desirable.
- Able to manage multiple tasks and deadlines in an active work environment with shifting needs and priorities.
- Understanding of fundraising principles and practices.
- Customer service orientation.
- Ability to work collaboratively with team members.
- Accuracy and attention to detail.
- Document design, formatting, and layout skills as well as web publishing and e-newsletter distribution experience highly desirable.
- Development or market research experience highly desirable.
- Demonstration of integrity, positive attitude, and diplomacy, tact, and courtesy.

Medical History:

All employees whose functions require or necessitate contact with client or food preparation shall complete a health screening report or a health questionnaire. Health screening report or health questionnaire will be provided upon hire. For all residential employees a health screening report be completed and signed off by a medical practitioner signature for clearance. All outpatient employees will complete at minimum a self-report screening questionnaire.

TB test are to be conducted under licensed medical supervision not more than 60 calendar days prior to or 7 calendar days after employment and renewed annually from the date of the last tuberculosis test. Staff with a known record of tuberculosis or record of positive testing shall not be required to obtain a tuberculosis skin test. Unless there is documentation that the staff completed at least 6 months of preventive therapy, the staff shall be required to obtain, within 45 calendar days of employment, a chest x-ray result and a physician’s statement that the incumbent does not have communicable tuberculosis and has been under regular care and monitoring for tuberculosis. A chest x-ray within the prior 6 months is acceptable. The physician’s statement shall be renewed annually.

Physical Demands:

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

Work Environment:

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This job will be primarily located at the CLARE | MATRIX's offices in Santa Monica, CA. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

By my signature, I acknowledge that I have received and reviewed a copy of this job description:

Employee Printed Name and Signature

Date

CLARE | MATRIX is an equal opportunity/affirmative action employer. CLARE | MATRIX does not discriminate because of gender, sexual orientation, race, religion, age or physical, mental or sensory challenges. No qualified applicant will be denied employment sole on the basis of having or not having a prior history of alcoholism or other drug addiction.