



**Position:** Senior Grant Writer  
**Organization:** After School All-Stars  
**Location:** Los Angeles, CA

#### **ORGANIZATION BACKGROUND:**

Founded in 1992, [After-School All-Stars](#) provides free, daily afterschool programs to over 90,000 youth in over 450 school sites in 19 chapters across the U.S. Our vision is for our All Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

#### **A UNIQUE OPPORTUNITY:**

After-School All-Stars is seeking an experienced Senior Grant Writer to be a key leader within ASAS' fundraising team. This position will report to the Director of Foundation Relations and work closely with the SVP of Development who oversees the corporate portfolio. He/she will support ASAS' network-wide fundraising goals by developing and managing a portfolio of institutional donors as well as providing grant writing/reporting support to ASAS National and Chapters.

Responsibilities include identifying foundation and corporate funding opportunities; creating cultivation and relationship development plans, developing proposals in partnership with ASAS' National Programs, Evaluation, and Development teams and ASAS Chapter leaders; writing grant proposals/reports and conducting supportive research; and developing and maintaining ASAS grant proposal language, resources, and research to support the grant writing efforts of the ASAS network of chapters. This position is highly collaborative and requires an adaptable individual who enjoys working with colleagues near and far in all aspects of grant development and management. Based in Los Angeles, the Senior Grant Writer will work closely with a team that is headquartered in Los Angeles and Washington DC, with chapters across the US.

#### **SPECIFIC RESPONSIBILITIES:**

##### **FOUNDATION AND CORPORATE RELATIONS**

- Develop and manage a portfolio of corporate and foundation donors by writing grant proposals and reports in collaboration with ASAS National and Chapter development staff
- Research, identify, and qualify funding opportunities from corporate and foundation sources, focusing on large (\$50,000+) gifts
- Facilitate collaboration between ASAS Operations, Program, Evaluation, and Development staff to ensure grant proposals and budgets reflect ASAS funding needs, gaps, and opportunities
- Set monthly/quarterly metrics/goals in collaboration with development and report accordingly

##### **GRANT RESOURCES**

- Create and maintain up-to-date language to ensure LOIs and proposals written across the network convey up-to-date information regarding ASAS programs, evaluation, and impact
- Be a resource and thought partner to the ASAS network for grant assistance
- Develop and maintain a body of current impact data and stories, research, statistics, and citations regarding the populations served by ASAS for use in grant proposals as well as Development communications
- Develop a deep understanding of ASAS programs, evaluation, and related research to serve as an effective writer and thought partner in developing and managing National and Chapter grants

##### **OPERATIONS**

- Use Salesforce CRM system to track foundation revenue accurately and ensure donor contacts, correspondence, calls, etc. are recorded consistently



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- Use data systems effectively to track grant proposals, program deliverables, and reporting requirements, and serve as the primary development team member partnering with operations/finance team to manage the reimbursable grants process

#### TEAM DEVELOPMENT

- Be a proactive member of the Development team
- Work closely with Programs and Evaluation to ensure up to date knowledge of programs
- Mentor and orient new staff at the national and chapter level for fundraising capacity
- Develop grant resources as needed
- Analyze data regularly to make metrics-based decisions
- Other duties as needed

#### WHO SHOULD APPLY?

The Senior Grant Writer will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. To be considered for this position, you must have at least five full years of grant writing and fundraising experience with a successful track record of securing significant commitments from institutional donors. Our ideal candidate would also have experience working within nonprofit programs and/or evaluation.

- A passion for ASAS' mission and familiarity with issues impacting the youth and communities we serve
- 5+ years of experience in nonprofit grant writing and a proven track record of securing and sustaining major institutional partnerships (multi-year, six figure grants, both local and national)
- Experience working in nonprofit/educational programs and/or nonprofit program evaluation is highly valued
- Superior writing, research, and analytical skills with the ability to translate technical language into compelling, readable prose for a range of institutional audiences
- Strong verbal and written communication skills, including interpersonal, organizational, and project management skills
- Ability to work efficiently in a fast-paced environment
- Dedicated to continual learning and development
- Ability to working independently as well as part of a team, including with remote colleagues and ASAS staff at all levels of the organization
- Flexible and able to adapt to changing position demands and shifting organizational priorities
- Strong computer skills. Knowledge of Microsoft Office Suite is required
- Familiarity with Salesforce a plus
- An undergraduate degree is required

#### SALARY AND BENEFITS:

The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS promotes a healthy work/life blend and offers a competitive benefits package, including medical, dental, vision, a 403b match, 18 days of paid time off, flex time, and 15 paid holidays.

ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.



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**HOW TO APPLY FOR THE SENIOR GRANT WRITER ROLE:**

Please submit a **resume, writing sample and cover letter** in PDF format via e-mail to: [asasjobs@afterschoolallstars.org](mailto:asasjobs@afterschoolallstars.org). Please put "Senior Grant Writer, National" and your last name in the subject heading.

**LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:**

To learn more about ASAS, please visit our website: [www.afterschoolallstars.org](http://www.afterschoolallstars.org)