

**Position: GRANT WRITER AND FUNDRAISING MANAGER**

**Type: Contract**

**Pay:** \$70.00 - \$80.00 per hour

**Reports to:** PPSC Executive Director

**About Postpartum Support Center (PPSC)**

Postpartum Support Center is a registered 501(c)(3) nonprofit organization with a mission to provide a comprehensive support system and safe place to mothers/parents and families in need and to promote awareness and prevention of Perinatal Mental Health Disorders. PPSC provides free evidence-based programs and services concentrating on the well-being of women, their partners, children, and support teams, including:

- Maternal Mental Health Peer Support Services: support line, peer counseling, support groups
- ROSE (Reach Out Stay Strong Essentials for moms of newborns): a program that prepares pregnant women and birthing people for the postpartum period and teaches skills and tools to prevent postpartum depression
- Marin Diaper Bank: provides free diapers and other necessities to local children in need, as well as perinatal supplies to pregnant women and new mothers
- PPSC provides information, resources, referrals, self-screening mental health assessments, and advocacy

We are searching a talented and experienced Grant Writer and Fundraising Specialist with excellent leadership skills and networking abilities – with a passion for supporting people with mental health challenges and perinatal families 0-5 – who wants to help PPSC make a bigger impact. PPSC is in an exciting period of expansion and looking to build a strategy for significantly increasing contributed revenue. This individual will be responsible for identifying, researching, and applying for grants, as well as developing and implementing effective fundraising strategies to support our organization's goals.

**Grant Writer Responsibilities:**

- Create a strategy in collaboration with PPSC Executive Director to grow grants revenue
- Research, identify, and analyze potential grant opportunities from various sources such as foundations, corporations, and government agencies
- Write compelling grant proposals and applications to secure funding for our programs and initiatives
- Drive contributed revenue growth for general operations as well as program support
- Actively research new funding opportunities that align with PPSC's mission and vision
- Craft letters of inquiry, grant applications, support materials, presentation reports, acknowledgment letters, and cultivation materials, ensuring all materials submitted are consistent and comply with grantor guidelines

- Oversee cultivation and stewardship activities for current and prospective funders, including providing the Executive Director with talking points for meetings and phone calls and suggested language for emails to ensure each funder receives personalized touch points throughout the year
- Host bi-weekly meetings with PPSC's Executive Director to review funding priorities and grant strategies
- Develop and maintain relationships with existing and potential funding sources
- Conduct prospect research to identify potential individual and corporate donors
- Create and execute fundraising campaigns and events
- Build and maintain strong relationship with donors, ensuring effective stewardship and communication
- Track and report on grant progress and fundraising efforts to Executive Director and board members
- Stay updated on current trends and best practices in grant writing and fundraising
- Ensure all proposals are vetted by PPSC's Executive Director
- Work with Executive Director on creation of program and organizational budgets to share with funders as well as program data collection

### Qualifications / Skills:

- A proven track record of success in grant writing through funded projects and initiatives
- Superb written and oral communication skills and meticulous attention to detail
- Excellent organizational skills, with the ability to develop and manage detailed work plans under strict deadlines
- A desire to work collaboratively and in partnership
- Strategic thinking, including the ability to synthesize information and concepts and transform it into a compelling case for support
- A creative problem solver who leaves no stone left unturned

### Education and Experience:

- Bachelor's degree in English, Journalism, Media, Non-Profit Management, or related field
- Minimum of five years of grant writing experience
- Background in writing grants for maternal/mental health and family support

### To apply, please send the following via email to [ivana@postpartumsc.org](mailto:ivana@postpartumsc.org):

- Cover letter
- Resume
- Three recent references
- List of grants successfully obtained in the last five years, including amounts
- Two grant writing samples

No phone calls please. Open until filled. Postpartum Support Center is an equal opportunity employer.

To learn more about PPSC, visit our website at [www.postpartumsc.org](http://www.postpartumsc.org).