



NAPA VALLEY
EDUCATION
FOUNDATION

Grant Writer

Napa Valley Education Foundation
Napa, CA 94558
www.nvef.org
Temporarily remote
From \$50 an hour - Part-time, Contract

Full Job Description

The Napa Valley Education Foundation has been garnering private support, fostering community engagement and supporting the initiatives and priorities of our local public schools since 1983. With an annual budget of \$1,500,000, the Foundation is looking for an experienced grant writer to support our programs.

Specifically, the NVEF focuses on:

Student Wellness- using MTSS to build wraparound supports for students in K-12 schools. Current funding provides social workers at multiple school sites, school-wide assessments, professional development.

Career Readiness- focusing on tech-based certifications for students, mentoring and internships, "soft skills" training and coaching, and more.

Music- providing instruments to students (71% are low income), camps, clinics.

STEM- funding math professional development, STEM for students, and more.

Reporting to the Director of Development and Executive Director, the Grant Writer will secure program grants in support of our mission to provide Napa County students with an excellent educational experience. The individual will meet with program staff to determine specific needs, find applicable grants, develop proposals and submit for consideration.

Qualifications:

College degree required; graduate degree preferred.

3-5 years demonstrated success with grant writing, particularly with programs or projects that align to the NVEF programs listed above.

Experience researching grant opportunities; experience applying for state and federal grants.

Ability to work with multiple partners including school districts, nonprofits and funders.

Outstanding time management and analytical skills and the ability to manage multiple projects at one time.

Demonstrated record of setting and achieving goals and meeting deadlines.

Personal qualities of integrity, credibility, and commitment to the NVEF mission.

Compensation, Hours, Location: This position is a contract position with the opportunity to grow. The compensation is negotiable. The position is expected to maintain confidentiality and maintain records using agency databases.

Please Note: To apply, please submit resume, cover letter and two writing samples. Your resume or cover letter should provide information about the top grants you have been awarded. Please submit to foundation@nvef.org.