



## Job Announcement Fund Development Associate

Environmental Health Coalition (EHC) is a San Diego/Tijuana non-profit social and environmental justice organization dedicated to empowering people, organizing communities, and achieving justice for low-income communities of color. We are an effective, results-oriented organization with a passion for social change. We have been making a difference in the lives of the individuals, families, and communities we serve for 40 years.

EHC is seeking a **part-time (20 hours/week) Fund Development Associate** to support the organization's diverse fundraising strategies. The Fund Development Associate will provide support to the organization in the areas of database management, grant writing, and funder research. The Fund Development Associate will ensure accurate and up-to-date fundraising data and that all grant deadlines are successfully met. The Fund Development Associate reports to the Development Director.

### **Grant Writing & Management**

- Manage EHC's calendar of grant deadlines and ensure Fund Development Team collaboratively completes submissions on-time
- As assigned, write grant proposals, letters of inquiry, and concept papers
- As assigned, write grant reports, with the support of program staff, and submit all narrative and financial reports to funders with supporting documentation
- Research funders to identify alignment and processes for application

### **Database Management**

- Enter, maintain, and track/report foundation and donor-advised fund contact information, communications, proposals, and grants information in Airtable database
- Work with Administrative Assistant to appropriately file and track grant agreements, grant checks, donor checks, and sponsorships, and ensure accuracy in monthly reports
- Support Development Manager and Development Director in areas of reporting

### **Required Qualifications and Skills**

- Minimum of 2 years of experience in grant writing and/or content writing
- Excellent writing skills – ability to respond to writing prompts and to adjust approved language to fit funder priorities
- Intermediate experience with database systems
- Commitment to advancing social, environmental, and racial justice

- Excellent, detail-oriented project management skills
- Ability to work well both independently and with the team
- Ability to multi-task and manage deadlines
- Ability to work in a fast-paced, virtual setting
- Internet fluency, web research a must
- Strong working knowledge of Microsoft Suite (Teams, Word, Excel, PowerPoint)

**Preferred Qualifications and Skills**

- Bilingual English-Spanish
- Intermediate experience with Airtable
- Familiarity with grant processes and foundations
- Experience working with low-income communities and communities of color
- Located in San Diego, CA

**Salary Range**

\$27,975.00 to \$33,350.00 per year. Salary is commensurate with experience. This is a part-time exempt at an estimated 20 hours per week.

**Benefits**

EHC offers a competitive benefits package inclusive of:

- ❖ Excellent Orientation Program
- ❖ Vacation and Wellness (sick) Time
- ❖ Health, Dental, Vision and Chiropractic Insurance
- ❖ Prescription Coverage
- ❖ Long Term Care Insurance
- ❖ 401(k) Retirement Plan
- ❖ Personal Development Opportunities

**Position Close Date**

Open Until Filled

**Resume Submission Process**

To apply for this position, please submit your resume, cover letter, and a writing sample that best exemplifies your writing style to the Environmental Health Coalition at [frontdesk@environmentalhealth.org](mailto:frontdesk@environmentalhealth.org). Please put the above position title into the subject line of your email. No phone calls, please.

**EHC IS AN EQUAL OPPORTUNITY EMPLOYER  
WE ENCOURAGE PEOPLE OF COLOR AND WOMEN TO APPLY**

EHC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.