

Writer and Grants Coordinator

Filoli is a 654-acre historic site of the National Trust for Historic Preservation, located on the San Francisco Bay Peninsula near Woodside, CA, and one of the finest remaining country estates of the early 20th century. As a team member here, you will be able to connect rich history with a vibrant future through beauty, nature and shared stories. You have the opportunity to preserve, build upon and share the wonder of this place.

In our daily interaction with guests, we envision a time when all people honor nature, value unique experiences and appreciate beauty in everyday life. You will also actively play a part in creating a vibrant future through our 2019-2023 Strategic Plan. Embedding the core principles of Diversity & Inclusivity, Sustainability and Organizational Excellence into each pillar of the plan, we are focusing on five main pillars of our organization: People & Culture, Fundraising & Financial Strength, Infrastructure Investments, Visibility & Branding and Engagement & Education. We welcome and appreciate your contributions to Filoli.

SUMMARY

The Writer and Grants Coordinator will primarily gather information in preparation for grant proposals and other organizational writing projects. The Coordinator reports to the Chief Development Officer (CDO) and will be responsible for interviewing department leaders, understanding future projects and documenting ideas that can be used for future grant proposals and organizational reports and communications. This position will also research, write and edit proposals, and complete reports and communications within project deadlines. Although this position will be part of the Development Department, the Coordinator's findings and skills will be utilized across the entire organization.

This is a full-time (30-40 hours per week, flexibly scheduled) position that will work an average of 32-36 hours per week. Depending on candidate experience, the salary range is \$32.00 - \$36.00 per hour. This position is also eligible for employee benefits: medical, dental, vision, life, LTD, Flex Plan, 401(k), vacation, sick leave and holiday pay. This position can be up to 50% work from home (some on-site work necessary in order to coordinate with staff and understand projects). The schedule will be based on business needs and flexibility will be important.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

General Writing

- Serve as a writer for all of Filoli projects supporting development, external relations; executive office, and program areas including press releases, letters, proposals, solicitations, special projects, and annual reports;
- Apply brand and communication standards with all writing projects;

- Serve as a member of the internal Editorial Committee.

Grants Coordination

- Coordinate Filoli's grant proposal pipeline and work with key department leaders and staff to meet application and report deadlines;
- Research grant prospects and deadlines;
- Ensure all grantee information is tracked in Altru;
- Oversee all grant portals and maintain logins and contact information for granting agencies;
- Responsible for gathering initial information in preparation for grant proposals and organizational reports such as annual reports, annual fund appeals, department publications, etc.;
- Conduct interviews with department leaders and staff to understand future projects and discuss department/program goals;
- Summarize interview information into an outline or document that can be used for future writing projects;
- Research and compose proposals, reports and communications;
- Review and revise written materials;
- Contribute to writing projects according to department deadlines;

General

- Support Filoli events as needed (i.e. Holidays, festivals, weekend and evening programming);
- Provide the highest quality service to all customers in every interaction;
- Uphold all Filoli's policies, procedures, guidelines and standards;
- Maintain flexibility and perform other duties as assigned to respond to the needs of the organization;
- Attendance and punctuality are essential to work and all work-related functions.

MINIMUM QUALIFICATIONS

An individual must be able to perform each essential duty listed above and any additional responsibilities as directed as well as satisfy the educational, core competencies and skill requirements listed below:

Education: Bachelor's Degree in communications, English, professional writing, or similar major. Relevant experience may substitute for the college level coursework or training.

Core Competencies:

- **WRITING & RESEARCH EXPERIENCE** – Two years experience which includes business writing or grant writing is preferred. Outstanding grammar and research skills are essential.

- **PEOPLE, PROJECT, AND PROGRAM SKILLS** – Ability to understand organizational programs, goals and financial needs. Effective cross-functional collaborative capacity. Ability to either take direction or work independently as the situation requires.
- **LEADERSHIP** – Flexible, energetic, and outcomes-oriented self-starter who brings a creative approach to solving problems. Capacity to interact effectively and build partnerships with Filoli's many constituencies including staff, Board members, community partners and supporters, donors, members, visitors, and volunteers. Strong administrative skills. Ability to multitask, see many sides to complex issues, and perform at high standards with a collegial team.
- **CULTURAL COMPETENCIES** – Model a responsibility to self-awareness and awareness of others to recognize that individuals bring unique backgrounds, beliefs, values, and world-views. View racial and cultural differences as assets to the organization.
- **DIVERSITY, EQUITY, AND INCLUSION** – Committed to Filoli's dedication to integrate accountability across all efforts to support and sustain a racially equitable organization. Demonstrate a passion of advancing organizational DEAI objectives and influencing others to approach all work with an equity lens. Promote processes and communication that encourage organizational cultural competence and inclusion.
- **COMMUNICATION SKILLS** – Exceptional written and oral communication skills including the demonstrated ability to research and organize information, compose written materials and revise and finalize documents based on constructive feedback.
- **DECISIVE NATURE** – Well-honed ability to independently anticipate and analyze situations, define problems and objectives, recognize viable alternatives and formulate rapid solutions with understanding of the inherent risks and the implications of decisions.
- **COMPUTER SKILLS** – Expert in using Google Suite and Microsoft Office applications to prepare and collaborate on written materials.
- **AVAILABILITY** – Maintain a flexible work schedule that may include evenings and weekends to meet the demands of executive management. Position may be up to 50% work from home.

Skills and Abilities:

- Demonstrate a deep commitment to and enthusiasm for the mission and vision of Filoli;
- Excellent written, verbal and oral communication skills;
- Ability to organize information for multiple projects;
- Possess excellent grammar and strong research skills;
- Accept feedback and make constructive adjustments to written projects;
- Highly motivated and energetic, ability to show initiative and work independently;
- Ability to work in a fast-paced, change oriented environment;
- Meet project deadlines and follow-through to successful completion all projects and communications;
- Display a high level of integrity and dependability with a strong sense of customer service, urgency, results-orientation, diplomacy, confidence and good humor;
- Ability to read, interpret and communicate information in documents such as safety rules, operating and maintenance instructions, and procedure manuals;

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Driver's License is required.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job including:

- Sit for long periods of time at a computer;
- Lift/carry items up to 25 pounds;
- Stand, walk across uneven terrain, climb stairs, reach, lift, carry and bend.

HOW TO APPLY

1. Candidates with the above prerequisites are invited to submit their resumes along with a cover letter outlining their related experience and background to:
<https://filoli.applicantstack.com/x/openings>
2. Possession of minimum requirements does not guarantee an interview.
3. Please, no phone calls.
4. Thank you for your interest in Filoli!

Please visit our website for more information: www.filoli.org

Filoli is an equal opportunity employer who values diversity in the workplace.