Los Angeles County Department of Public Health
(Active Living Grant Writing Project)

“GRANT WRITER”

Active Living Grant Writer – Job Description

Position: Exempt
Monthly Salary: $6,025
Fully Paid Medical/Dental Insurance

The following provides a general description of duties and a more specific description of requirements for the Grant Writer. Please note that the summary of responsibilities and required abilities identified below are not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

The Grant Writer will work with low income jurisdictions to develop and submit grant applications to fund the development of active living plans, policies and programs such as Safe Routes to Schools Programs, park plans, bicycle and pedestrian master plans, etc.

- Research and inventory possible grant opportunities.
- Reach out to local jurisdiction staff to offer grant writing support for upcoming funding opportunities.
- Work with city staff to conceptualize project and/or program design and develop grant action plan.
- Identify all data needed to inform the proposal, e.g. existing city documents, demographic data, health data, etc.
- Collaborate with agencies and community-based partners that could serve as potential partners for the proposal.
- Work with city staff and partners to develop project scoping and budget.
- Prepare drafts of the grant proposal for review by jurisdiction staff and incorporate feedback as needed.
- Make and/or prepare presentations to elected officials to introduce or provide updates on the grant proposal.
- Prepare final draft of the grant proposal and submit to funding agency.
- In coordination with city staff, develop implementation action plans for awarded grants, outlining key steps to encumber funds and initiate project.
- Other duties as assigned by the PLACE Program Director.

Minimum Qualifications
- A Bachelor’s Degree from an accredited college or university – AND – Two years of grant writing experience. A Master’s Degree from an accredited college or university may be substituted for one year of the required experience.
- Valid California driver’s license, proof of vehicle insurance, and reliable transportation or ability to secure timely transportation for travel to a variety of sites throughout Los Angeles County.

Desirable Qualifications
- Experience applying to and receiving grants from the Los Angeles County Metropolitan Transportation Authority, Southern California Association of Governments, and Caltrans.
- Experience drafting active transportation and/or active living grant applications (e.g. funding for bicycle and pedestrian infrastructure, park facilities, open street events).
- Excellent writing, editing, research and oral communication skills.
- Experience serving on evaluation committees reviewing active living grant applications.
- Extensive knowledge of active living funding sources, deadlines, and scoring criteria.
- Established relationships with potential funders.
- Excellent project management skills, including working with multiple staff to pull together information for applications.
- Detail oriented and able to complete work under tight deadlines.
- Skilled in the use of Microsoft Office.

Qualified candidates should contact Arlene Apodaca (arlene.apodaca@p-i-d.biz), Frances Martinez (frances.martinez@p-i-d.biz) or upload your resume and cover letter to www.partnersindiversity.com

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