



ABOUT FIT KIDS

Fit Kids was founded in 2011 and has partnered with schools, after-school programs and other nonprofits serving youth and families in underserved communities. Using Fit Kids' unique physical activity program, Fit Kids provides the framework to help children build positive relationships, self-confidence, independence, and the ability to deal with adversity. In addition to its work in the greater Bay Area, Fit Kids has launched a scalable program outside the Bay Area in eight states and is looking forward to national expansion.

For more information, please visit <https://fitkids.org/>

And to hear from the coaches and kids, please visit: <https://fitkids.org/impact/fit-kids-in-the-field/>

OPPORTUNITY HIGHLIGHTS

- **Contractor position that includes schedule flexibility and competitive hourly rate**
- **Great opportunity to build and grow a fundraising program**
- **Current revenue breakdown is 50% Individual, 30% corporate, and 20% events**
- **Currently using Charityproud CRM and have subscriptions to Foundation Director Online and Instrumentl for grant research and prospecting**
- **Amazing opportunity to make a difference in the lives of youth**

POSITION OVERVIEW

Fit Kids is seeking an experienced Grant Writer who will be committed to advancing its mission to provide structured physical activity programs to underserved children to build the foundation for a healthy, active life.

The primary responsibility of the Grant Writer will be to research, prospect, write, and submit grant proposals to corporate and foundation funders. The Grant Writer will collaborate with the Executive Director, Director of Development, and other staff to develop grant language that clearly explains Fit Kids' mission and vision and can be used in funding proposals and applications. He/she/they will work closely with the Executive Director, Director of Development, and the Board of Directors to identify and pursue grant opportunities that will bring in new and larger grants. He/she/they will be responsible for writing and submitting all parts of applicable grant applications and completing any grant reporting requirements.

REPORTING RELATIONSHIPS

The Grant Writer reports to the Founder/Executive Director.

PRIMARY RESPONSIBILITIES

- Work with Executive Director and Director of Development to define grant funding priorities and contribute to grant strategy, as needed
- Contribute to grantor prospecting and report on viability of specific opportunities
- Develop new proposal template language and revise existing language
- Manage an application submission calendar, as needed
- Manage the entire process of organizing, writing and submitting strong, customized grant applications that meet all specified requirements and deadlines
- Provide drafts for review by Executive Director and/or Director of Development at least seven days before the application deadline (applies only if the application was planned and the deadline known at least one month in advance);
- Maintain complete and accurate records of applications submitted in data systems provided by Fit Kids
- Communicate with Executive Director, as needed to fulfill all aspects of this position

QUALIFICATIONS

- Bachelor's degree and a minimum of 5 years of direct experience in non-profit grant writing with demonstrated success
- Donor management software (CRM) experience preferred
- Excellent verbal and written communication skills
- Strong attention to detail
- Goal oriented with excellent organizational skills and the ability to work in a fast-paced and evolving environment
- Ability to multitask and meet deadlines
- Flexible and adaptable, with excellent teamwork skills
- Personal passion for exercise and fitness and the mission and values of Fit Kids
- Unquestioned integrity, professional demeanor, and authenticity in building relationships
- Strong computer skills, including Microsoft Office suite, Google suite and more
- Knowledge of Bay Area communities preferred
- Strong emotional intelligence

SALARY OR SALARY RANGE

The is a part-time or contractor position that includes a competitive hourly rate of \$50/hour for billable hours.

TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Ashley Hunter at ashley@fitkids.org