



Grant Development Manager Temporary

About ACLA

Initiated by the American Institute of Architecture Los Angeles (“ACLA”) is a 501(c)(3) public charity. Its board of directors is composed of distinguished architects deeply committed to the communities they serve and to the development of next generation designers. They establish programs throughout the many communities of Los Angeles’ diverse neighborhoods.

Position Overview

ACLA is seeking a temporary Grant Writer to research potential grant submissions over a 4 week period. With review and approval of the board, the successful candidate will compose, track, and report on all grant submissions selected by the fund development committee. The Grant Writer will engage in a collaborative writing process with the committee and will create a portfolio of funding proposals, letters of interest (LOIs), reports and supporting materials.

This role reports directly to the ACLA Executive Director and is an integral part of the fund development team.

Grant Development Manager Responsibilities

- Understand the objectives, programs and financial needs of ACLA
- Research grant and philanthropic opportunities from government and nongovernment agencies
- Draft grant proposals and supporting documents based on the funding requirements of ACLA
- Submit proposals to grant coordinators for approval
- Respond to internal and external queries on drafted and submitted proposals
- Develop summary report and records related to grant opportunities

Our Ideal Candidate Qualifications

- Bachelor's degree in English or communications
- A minimum of 3 years' experience with grant research, grant writing, managing the submission and reporting process
- Ability to understand the programs and funding needs of ACLA
- Strong research skills and knowledge of information sources
- Multitasking, organizational and time management skills
- Ability to handle confidential matters with utmost integrity
- Ability to effectively communicate with staff, board members and grant Coordinators

Application Process

Please apply by sending the following materials to Lori Diamond at admin@ac-la.org by **July 15, 2022**:

- Cover letter and short explanation of why you would like to work with ACLA and how your experience will support the needs of ACLA
- Resume
- Grant related writing sample (no more than 250 words)
- Contact information for three references

Salary Range:
\$29.00 - \$42.00 / hour

Mission Statement:

To be at the forefront of architecture education and community buildings, advocating for good design created by and for all people of Los Angeles