



CALIFORNIA BUDGET PROJECT

JOB ANNOUNCEMENT

Development Director / Grant Writer

The California Budget Project (CBP), a nonprofit organization engaging in analysis and public education on fiscal and economic policies affecting low - and middle-income Californians, seeks to hire a development director/grant writer to guide the organization's fund development activities. This position is based in Sacramento. Additional information on the California Budget Project is available at www.cbp.org. The CBP does not receive government support.

General Description:

Working closely with the CBP's executive director, the development director will oversee the CBP's fund development activities. The CBP receives most of its funding from private foundations, with the rest coming from subscriptions, donations, events, and honoraria. The primary responsibilities of the development director will include tracking and reporting on CBP activities to funders in a timely manner, writing renewal proposals to current funders, and researching new sources of foundation support. In addition, the development director will coordinate the CBP's individual and institutional donor activities.

The position provides a challenging and rewarding opportunity for a talented individual to learn and write about important public policy issues and the multifaceted work of the CBP. The development director will have the opportunity to learn about the latest developments in public policy issues and use this knowledge to communicate with current and potential funders, as well as organizational and individual donors.

The successful candidate will have:

- A demonstrated ability to prepare grant proposals and reports and to communicate with funders – experience in a research or policy organization preferred;
- Exceptional writing skills with the ability to digest complex concepts and distill them into clear, easily understandable documents;
- Several years of progressively responsible experience with proposal development and grant reporting and experience with individual donor solicitation;
- A demonstrated ability to meet deadlines, manage competing priorities, work independently and as a part of a team, and maintain confidentiality;
- Strong attention to detail;
- An interest in public policy issues;
- At least a Bachelor's degree – graduate degree preferred; and
- A commitment to the goals and values of the CBP.

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F: (916) 444-0172
cbp@cbp.org
www.cbp.org

Compensation:

Competitive salary, commensurate with experience. The CBP offers an excellent benefits package including employee and dependent health, dental, and vision coverage.

To Apply:

Please mail a cover letter, resume, and writing sample to:

Development Director
California Budget Project
1107 9th Street, Suite 310
Sacramento, CA 95814

Resumes will be accepted until the position is filled.

The California Budget Project is an equal opportunity employer.

Posted: November 27, 2006