



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 CBP 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 include tracking of 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 coordinates 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 has 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.
- Five years of progressively responsible experience with proposal development, grant reporting, grant writing, and experience with individual donor solicitation.
- A demonstrated ability to meet deadlines, manage competing priorities, and work independently and as part of a team.
- Strong attention to detail.
- An interest in public policy issues.
- At least a bachelor's degree; graduate degree preferred.
- A commitment to the goals and values of the CBP.
- Knowledge of database and/or donor management software highly desired.

1107 9th Street, Suite 310
Sacramento, California 95814
P: (916) 444-0500
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 and dental.

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.

12/27/2007