



## **JOB DESCRIPTION**

**Position:** Grants Specialist

**Organization:** Youth Speaks, Inc.

**Supervisor:** Advancement Director

**Hours per week:** Contract Role

**Compensation:** \$75-\$90 an hour, depending on experience.

### **About the Organization:**

Youth Speaks is a multi-faceted BIPOC-led and staffed organization that understands that the power, insight, creativity, and passion of young people change the world. Founded in 1996 in San Francisco, Youth Speaks is the leading nonprofit presenter of Spoken Word performance, education, and youth development programs in the world.

Presenters of local and international youth poetry slams, festivals, reading series, and more, Youth Speaks also offers a comprehensive slate of literary arts education programs during the school day, in the out-of-school time, on weekends, and evenings. All told, Youth Speaks provides free arts education to thousands of teens per year in the San Francisco Bay Area alone, has helped create partner programs in over 60 cities across the United States, and has worked with young people globally.

### **About the Role:**

Youth Speaks' Advancement Department is seeking an experienced grant writer to support institutional giving through prospecting, proposal writing, and reporting requirements. This candidate must find inspiration in the intersection of arts education, cultural organizing and youth narrative power, and high-quality artistic presentation while being committed to creating spaces for the artistic and intellectual development of young people creating social change through their voice.

The Grants Specialist will work directly with the Advancement Director and Executive Director and will play a crucial role in growing Youth Speaks' programmatic and operating support by creating and writing successful corporate and foundation grant proposals. The successful candidate is responsible for conducting the full range of activities required to research, prepare, submit, and track grant proposals and reports to current and prospective corporate and foundation partners to achieve and exceed annual financial Institutional goals, currently set at a combined \$1.5 million goal with the intention to grow to \$2.5 million in five years.

This is an opportunity for a progressive, passionate, advocate to strengthen our organization's revenue through maintaining and growing our grants funding stream, ultimately advancing our cause of creating spaces for young people to develop and amplify their voices as creators of societal change.

## **POSITION OVERVIEW**

Under the supervision of the Advancement Director, this position is responsible for supporting all aspects of a grant cycle in support of Youth Speaks core purposes, strategic goals, and organizational vision.

The ideal candidate should be comfortable collaborating across the organization and working with everyone from senior leadership and the Board of Directors to youth in our programs.

Candidates must have a proven track record of securing significant grants, writing compelling stories, crafting engaging narratives, leading creative initiatives, cultivating relationships, and driving results.

The Grants Specialist's top priorities and responsibilities include but are not limited to:

### **Prospecting (20%)**

- Prospect for Private and Public (i.e. San Francisco City and County, Alameda County, State, and Federal) funding opportunities for programmatic and event sponsorship.
- Identify funders with the highest potential and develop strategies for gaining foundation and government support.
- Support Advancement Director in identifying mission-aligned prospective corporate sponsors to support the organization's work.
- Work collaboratively with the Advancement Associate in identifying donors with corporate connections.

### **Grant Writing (70%)**

- Work with the Program team and Deputy Director to manage Program deliverables and support tracking expenditures and ensure compliance with budgets as needed.
- Coordinate monitoring of government projects with program staff and finance staff.
- Lead grant writing and reporting processes for public grants, coordinating efforts with finance and program staff.
- Coordinate data collection, processing, and reporting with Finance and Program team members.
- Prepare narratives, budgets, and additional materials, such as logic models and timelines, for institutional grant applications.
- Oversee the process of application and registration of government contracts.
- Comply with all interim and final grant reporting as required.
- Work with Program and Production teams to ensure adequate tracking of grant metrics.

### **Administration and Data Management (10%)**

- Maintain the grant calendar and meet multiple strict deadlines.

### **Required Qualifications**

- 5- 8 years of experience in a Grants Management role.
- Proven track record of prospecting, writing, and securing private and public grants.
- Knowledge of grant management processes and best practices.
- Experience successfully coordinating funding and reporting systems with Program staff.
- Project management and organizational skills with high attention to detail.
- Experience with working in Word, Excel, and databases.
- Ability to manage multiple deadlines and priorities.
- Excellent interpersonal and relationship management skills.

### **Preferred Qualifications**

- Experience securing significant (i.e. six-figure) grants and/or contracts.
- Experience with applying to funding opportunities through San Francisco's Department of Children, Youth and Families and Oakland Fund for Children and Youth.
- Experience with program design and youth development best practices.
- Connection to the Arts as a performing poet, creative writer, published writer, or previous work experience in the youth development field is preferred.
- Prior experience working in a performing arts or arts organization highly desirable knowledge and interest in poetry, literature, and/or hip hop is a plus.
- A mission-driven individual with a passion for uplifting and collaborating with communities and cultivating youth through language, arts, and expression.
- Comfort and experience working across diverse communities, with the empathy and knowledge to communicate across all constituencies, including students, staff, donors, and the broader community.

### **TO APPLY**

Please email your resume, at least 2 references, and a brief, relevant writing sample (5 pages or less) to [kbarnes@youthspeaks.org](mailto:kbarnes@youthspeaks.org) with the subject line "Grants Specialist" by **June 24, 2022**.

### **ABOUT YOUTH SPEAKS**

#### **Mission and Vision**

Youth Speaks creates spaces that challenge young people to develop and amplify their voices as creators of societal change.

Youth Speaks envisions a world in which young people are heard, honored, and connected through creative ecosystems of interdependence and care.

#### **Program and Results**

One of the world's leading presenters of Spoken Word performance, education, and youth development programs, Youth Speaks produces local, national, and international programs

supporting young people and their voices including poetry slams, festivals, anthologies, and reading series, alongside a comprehensive slate of arts-in-education programs during the school day, in the after-school hours and on weekends. In addition, Youth Speaks creates internationally-recognized theater and digital programming and has helped launch an international network of over 70 programs that believe in the power of young people.

### **Organization Profile**

For 25 years, Youth Speaks has been at the forefront of defining what it means to empower the voices of young people and is currently focused on the following key areas as we continue to grow and build as an organization:

- Increasing intergenerational engagement by creating more intentional pathways for youth and alum leadership within our programs, expanding partnerships and reach, and developing novel ways of engaging community, audience, and alumni.
- Delivering responsive programming by developing timely campaigns in response to current community events and delivering integrated digital and/or live programming to engage local and global audiences.
- Making data-driven decisions by developing metrics to inform decision-making across the organization will allow us to better understand the impact of programs and integrate intentionality and responsiveness.
- Sustaining and growing the field by strategically growing partnerships with international networks of spoken word individuals, organizations and collectives, and other creative youth development programs.
- Securing long-term sustainability by implementing a development strategy that continues to support the programmatic vision of the organization, invests in our staff, and secures our future in our new office space.