



Grants & Development Officer

Full-time 40 hrs/week

San Diego (Hybrid: Remote/In-Office)

404 Euclid Avenue, Ste. 271, San Diego, CA 92114

www.accessity.org

About Accessity:

The mission of Accessity is to open doors of financial opportunity to those with historically less access to capital and business support: entrepreneurs of color, women, immigrants, and low-to-moderate income entrepreneurs, enabling them to build a prosperous business and livelihood for their families, while also strengthening our communities with job retention/creation.

With headquarters in San Diego, Accessity is a certified Community Development Financial Institution (CDFI) that offers small business loans up to \$150,000 and access to a community of support for small business owners across Southern California. Please visit www.accessity.org for more information.

Job Overview:

The Grants & Development Officer is a full-time position supporting the organization's fundraising activities, donor stewardship, impact analysis, and engagement efforts. This position reports to the Director of Grants & Impact and works closely with the CEO and marketing departments to support fundraising initiatives, grant reporting, and impact evaluation efforts.

Responsibilities:

- Develop small- to medium-sized grant proposals (writing, assembly)
- Assist the Director of Fundraising & Strategic Partnerships in assembling and submitting larger grant proposals
- Engage and cultivate relationships with donors and stakeholders
- Provide proactive fundraising support to the Director of Fundraising & Strategic Partnerships and the CEO
- Conduct prospective donor research and establish relationships with new potential supporters
- Run regular programmatic reports in the loan database system to demonstrate programmatic impact, outcomes, and target client demographic information
- Assist the Director of Fundraising & Strategic Partnerships in tracking the progress of program outcomes for grants and partnerships using Excel and other computer software
- Coordinate with program staff to meet grant goals and work with them to identify borrowers for particular grant programs
- Research and track the developing needs of small business owners to use for grant writing and other fundraising activities
- Plan and execute online fundraising campaigns with assistance from the Marketing & Development Coordinator

- Plan and execute small fundraising events by managing logistics, promotion, and day-of coordination by working with team members and delegating tasks where assistance is needed
- Attend fundraising and other community events/meetings to strengthen and develop relationships with community stakeholders
- Provide accurate and timely activity and grant pipeline reports to the CEO and Director of Grants & Impact
- Produce compelling client stories and testimonials used within special partnerships, proposals, donor engagements, and other publications
- Other duties as assigned

Desired Qualifications:

- Bachelor's degree
- 2-4 years of experience in grant writing, nonprofit environment, or related educational experience
- Located in San Diego
- Strong writing, editing, and proofreading skills and an ability to write compelling client testimonials
- Outstanding overall accuracy and attention to detail
- Strong planning and organizational skills, including the ability to anticipate tasks, set priorities, meet deadlines, and function smoothly under strict deadlines and shifting priorities
- Experience in donor stewardship and relationship-building
- Strong computer skills (Word, Excel, Outlook, and PowerPoint) and experience using various databases/software (Salesforce, eTapestry)
- Strong data analysis and evaluation skills
- Outstanding oral communication skills. Dynamic, diplomatic, and respectful communicator.
- Demonstrated enthusiasm for the impact of Accessity's mission
- Ability to work independently and cooperatively with staff, volunteers, and clients in a culturally diverse environment
- Bilingual in English/Spanish is a plus but not required
- Ability to be a self-starter and take initiative

Benefits/Pay:

We offer a warm, inviting work environment with a culture that values diversity and inclusion, innovation, integrity, accountability, and mindfulness, and offers a competitive pay and benefits package. Our team is driven by our mission to create social and economic justice for all.

- Medical/Dental/Vision/Chiropractic/Acupuncture Packages
- Employee Assistance Program and Hotline
- Aflac supplemental insurance
- 403 B retirement plan and company match
- 13 paid holidays
- Paid time off (PTO/Vacation)/Sick package
- 1 Birthday & 1 volunteer paid day off
- Additional time off for meeting goals
- Term life/disability insurance

- Company-paid training and professional development
- Cell phone/internet stipend

The salary range for this position is between \$72,000 and \$82,000.

Work Environment & Physical Demands

- Hybrid schedule
- Ability to sit or stand for extended periods and work at a computer.
- Occasional evening or weekend work may be required for events.

Equal Opportunity Employer

Accessity is proud to be an Equal Opportunity Employer. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. Employment decisions are based on merit and business needs. We do not discriminate on the basis of race, religion, color, national origin, gender, gender identity or expression, sexual orientation, age, marital status, veteran status, or disability status.

To Apply:

Please email your cover letter and resume to hrservices@accessity.org. Due to the high number of applicants for this position, we will only be able to personally contact those we would like to interview.