



Full Time Grant Writing and Nonprofit Strategy Specialist

Mockingbird Analytics is a growing, intersectional, women-led, progressive nonprofit management agency located in Los Angeles, California. Mockingbird Analytics is on a mission to help nonprofit organizations tell their story. Founded in 2015, Mockingbird Analytics provides management and development services for nonprofits. We help local and national nonprofits, social good organizations, and startup 501c3s build infrastructure and tell their stories. Mockingbird Analytics is seeking a full time Grant Writing and Nonprofit Strategy Specialist to join our team of experts.

Responsibilities

Grant Writing (50% of time)

- Prepares grant proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals
- Determines proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and attending strategy meetings
- Meets proposal deadline by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal
- Enters and monitors tracking data for clients and internal tracking
- Coordinates requirements with contributors and contributes proposal status information to review meetings
- Maintains quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases
- Obtains approvals by reviewing proposals with key providers and project managers
- Builds client relations, including email and telephone communication, and in-person meetings
- Work with other Mockingbird grants team members to pursue grants and other funding opportunities for clients

Nonprofit Strategy (50% of time)

- Mentor clients through the business planning process; work together with them to create a business plan for their organization
- Facilitate workshops and live trainings for clients that cover best practices in nonprofit management including board recruitment, governance, development, engagement, donor cultivation, and strategic planning—including prior research of clients to adapt workshops and trainings to client needs
- Conduct board and strategy audits with clients to assess clients' board readiness, development, and needs
- Prepare audit summaries and recommendations report for clients based on information gathered in board and strategy audits



- Create individualized board recruitment, management, and engagement packages for clients.
- Work with clients to design and facilitate one-year strategic plans and goal setting over a period of multiple one-on-one sessions
- Work with other Mockingbird nonprofit strategy team members to manage client workload, develop and update strategy documents and presentations, and help out on larger strategy projects such as mergers (as needed)

Qualifications/Skills:

- A minimum of 3-5 years of relevant work experience in nonprofit sector
- Previous experience with consulting and/or project management preferred
- Previous experience with board development and planning, such as board recruitment, board management, board engagement, strategic planning, succession planning and/or mergers
- Government grant writing experience highly desirable or willingness to learn
- Experience working in diverse communities and across social, economic and cultural differences strongly preferred
- Awareness of and expertise in 501(c)(3) compliance and nonprofit board best practices/state requirements
- Exceptional writing skills: Consultants must have the ability to present complex concepts, findings and recommendations in succinct, salient, and readable reports and memos, ability to write for a variety of audiences including major foundations, individual donors, general audiences, and nonprofit professionals.
- Strong client relations skills: Ability to pick up on different organizational cultures and work with a wide range of different types of nonprofit leadership, including boards
- Excellent interpersonal skills: Ability to work well both as a member of a team and independently
- Strong organizational skills and attention to detail
- Self-starter: Ability to manage and prioritize work in a fast-paced environment, delegate work efficiently, and take direction from multiple project managers
- Strong capacity to be self-reflective, commitment to personal and professional growth; Intellectual curiosity, creativity, strong desire and capacity for diversity in professional challenges
- Intermediate to advanced skills in Microsoft Office and G-Suite
- **Candidates must be located in CA**, candidates in the Los Angeles metropolitan area given preference
- **Applicants from diverse backgrounds are encouraged to apply**

Salary: Commensurate with experience, starting salary is \$65,000; includes full benefits package with employer sponsored health plan, 401k, paid holidays and vacations, paid parental leave. We work 100% virtual/remotely on a permanent basis (outside of in-person facilitation requirements by projects), annual COLA.



To Apply: Please submit a resume, cover letter, and two references that can speak to your experience in research and evaluation at info@mockingbirdanalytics.com with the subject: “Grant Writing and Nonprofit Strategy Specialist”. No calls please.

- Your cover letter should describe your interest in working with nonprofits and your experience in grant writing and nonprofit strategy. Submit 2 writing samples: one should be a previous grant proposal and the other should be a strategic document (for example, a strategic plan, development plan, succession plan, board recruitment plan, etc.) that you created or assisted in creating.
- Submit references who can speak to your previous nonprofit work experience.
- Deadline to apply is 12/31/22. Position is open until filled. Hiring ASAP.

EQUAL OPPORTUNITY EMPLOYER: Mockingbird Analytics is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.

BENEFITS CORPORATION STATUS: We are proud to be a certified Benefits Corporation, sometimes known as B-Corp. For us as a company this means we strive to:

- Create transparent practices;
- Make ethical decisions;
- Have a workplace that brings out the best in everyone;
- We are intersectional feminists;
- We are pro-worker and believe in fair labor practices;
- We engage in equal pay for equal work;
- We believe in animal rights and environmental justice;
- And that children deserve to be safe and loved at all times.

As a benefits corporation, we believe that “social good” means telling stories that will benefit people and providing reasonable project-based services that allow all non-profits to participate in evidence-based practices. This includes sharing the tools we create and our knowledge base with as many wonderful, hard-working organizations as we can.