



NATHAN FLETCHER
SUPERVISOR, FOURTH DISTRICT
San Diego County Board of Supervisors

Job Title: Grants Fellow

We are seeking a Grants Fellow to work with the Director of Community Engagement to assist in cataloging grant applications, correspond with applicants, perform research to ensure our base groups are being supported, monitor Board of Supervisors meetings, assist with drafting and editing communications, and to perform other duties as needed. Candidates must have strong written and verbal communication skills and an aptitude for data processing and research.

Essential Duties and Responsibilities

Primary Functions

- Monitor and sort incoming grant applications.
- Prepare reports.
- Communicate with applicants via email.
- Research organizations for potential funding opportunities in our priority areas.

Processing Incoming Grant Applications

- Maintain records.
- Enter application data in excel for review and update as decisions are made.
- Email applicants upon receipt of their application and with all relevant updates and outcomes.

Reporting

- Create weekly reports of grant application statuses.
- Create a monthly report of past and upcoming funding totals.
- Sort awards by groups.

Research

- Identify groups in underserved communities and communicate grant opportunities.
- Work with Community Representatives to identify organizations to conduct outreach.

Character Traits

- Be self-motivated and goal-oriented, use good judgment; and be flexible and innovative.
- Professional attitude and demeanor. Dedicated. Creative.
- Organized, technical problem solver, and quick decision-maker.

- Inquisitive, interested in knowing your craft better than anyone.
- Proven ability to work independently and successfully organize, multi-task, and prioritize multiple projects.
- Team-oriented approach with the ability to work in a highly collaborative, fast-paced environment.
- Strong attention to detail and accuracy, including excellence in oral and written communications. to verbalize issues clearly, concisely, and competently in positive or negative situations.
- Has the ability to adapt to changes in the work environment, delays, or unexpected events with poise and professionalism. Quickly adjusts to changing priorities.
- Encourages, supports, and motivates others, building mutual trust, respect, and cooperation among department co-workers and toward all staff members.
- Proven ability to interact in a consistently positive & flexible manner with diverse external and internal audiences, including elected officials, community members, office staff

Requirements

- Must be able to provide your own transportation.
- Available 10-15 weekday hours a week.
- Knowledge of Microsoft Suite

Preferred Skills

- Interested in, or have previous experience in government, politics, and grants.
- Speaks, writes, and/or can translate in Spanish or another language.

Salary: Commensurate with experience.

Qualified applicants should send their cover letter and resume to Makana.Rowan@sdcounty.ca.gov with the words "Grants Intern" in the subject of the email.