



Saint James Catholic School

321 Fair Oaks Street • San Francisco, CA 94110

(415) 647-8972 • SaintJamesSF.org

Challenging the Mind, Nurturing the Spirit.

Development Grant Writer

Contract

Overview

Saint James is a K-8 Catholic elementary school nestled between Noe Valley and the Mission. Centrally located in the City, St. James lives within two of the most dynamic and vibrant neighborhoods. St. James School serves children of families of diverse cultural ethnic, and socioeconomic backgrounds with all services afforded by the Archdiocese of San Francisco. Empowered by Jesus and His teachings, we accept the responsibility to help develop the gifts and talents of students, parents, and staff alike.

Job Summary

- This can be a part-time or contract position with the responsibility of resubmitting grant proposals to our yearly granting organizations.
- Develop and re-write grant proposals to grant-making organizations and communicate St. James Schools mission and philosophy to recurring funders.
- The Development Grant Writer will assemble and submit 1 or many grant projects, and update the Principal on submissions.
- This position requires someone who has excellent research, writing, and communication skills, is self-motivated, reliable and organized.

Skills & Qualifications:

- Excellent computer skills including Microsoft Excel, Word, PowerPoint, Google Drive
- Excellent time management and organizational skills; ability to work effectively to meet deadlines
- Ability to use tact, discretion and maintain confidentiality with sensitive information
- Detail-oriented with exceptional organizational skills and attention to detail
- Able to identify and proactively manage and resolve problems
- Ability to multitask, work independently and exercise good judgment
- Self-motivated with a strong work ethic, dependable and reliable

Salary & Benefits

Job Type: Part-Time/ Contract Project Basis

Salary: \$30-60 per hour. Each project varies from as little as 2 hours to as much as 10 hours. And you can choose to take on just one project or many projects.

Application Instructions:

Please forward application materials (resume, cover letter) with Grant Writing in the subject field to:

Jorge Zamora

Finance & Human Resources Manager

321 Fair Oaks St.

San Francisco, CA 94110

[Email](#)