



**Last
Updated:
Jan 2012**

Capture the Dream, Inc. Position: Grant Writer

Who We Are

Established in July 2006, Capture the Dream, Inc. is a registered, 501(c)(3) non-profit organization, dedicated to helping underserved and at-risk individuals succeed in school and find fulfilling, sustaining careers. We foster hope, love, and support to youth at critical time periods to empower them to overcome adversity and achieve their dreams. No dream is too small and no dream is too large.

Our organization offers several ongoing programs such as our *Capture a Dream* program that offers gift grants to low-income children throughout the Bay Area. Each gift grant embraces the value of education, arts, sports, and culture to encourage and motivate children in a time of need. In addition, our *Interpret a Dream* program pairs up career-minded individuals with mentors in a career field of interest. Our scholarship fund provides \$1,000 scholarships to students in need. Along with these programs, we also donate school supplies through our annual DreamPack campaign and distribute Christmas gifts through our *Adopt a Family* program.

This past year, we were able to fulfill the dreams of over 2,000 Bay Area youth and distribute over \$250,000 in goods and services to those in need. In addition, Capture the Dream, Inc. has been recognized in the Oakland Tribune, UC Davis Magazine, a local New York Television Show, People Magazine, AsianWeek, World Journal, AT&T Community Spotlight Hero Award, 2007 Maybelline Empowerment through Education Award, Oakland Mayoral Proclamation, San Francisco Mayoral Proclamation, San Francisco Board of Supervisors Certificate of Honor, California State Senate Certificate of Honor, Appreciation Award from the Taiwanese Consulate, PG&E Community Service Award, and Pinnacle Award.

Summary

As a member of the Community Relations team, the Grant Writer is responsible for identifying, cultivating, soliciting, and stewarding corporate and foundation grants. The Grant Writer works with internal and external parties to secure grants that address Capture the Dream, Inc.'s goals and objectives as part of the overall Fund Development plan.

Duties and Responsibilities:

- * Research and identify potential foundation prospects and develop long and short term strategic goals
- * Identify funding opportunities that coincide with agency needs
- * Write grant proposals and reports for foundation, corporation, and occasionally government funders
- * Work with internal staff to help define areas of need that would be suitable for grant funding and provide support in developing project plans
- * Provide internal staff support for meetings with prospects (i.e., prepares background notes, solicitation strategies, talking points and agendas)

- * Maintain foundation records in donor database and hard files
- * Provide reports on staging of requests, including grants pending and received



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- * Cultivate and maintain positive relationships with staff
 - * Other duties as assigned

Qualifications:

- * Excellent organizational and prioritization skills
- * Excellent interpersonal skills, ability to work with internal and external audiences
- * Ability to think strategically about grants and their role within Capture the Dream, Inc.
- * Strong writing and editing skills with the ability to convey ideas in a concise, clear and persuasive manner
- * Ability to work with detailed and confidential information
- * Positive outlook, enthusiasm, self-motivated and high energy
- * Ability to function as part of a team
- * Proficient oral and written communication skills
- * Ability to meet deadlines and work in a timely fashion
- * A minimum six month commitment is required for all CTD Staff Volunteer positions
- * Preferred: Access to transportation, Available for CTD monthly staff meetings

Compensation:

This is a volunteer position. There will be no financial compensation. Volunteer will receive experience within this career field and an exceptional letter of recommendation. We reward our volunteers with special promotional items, events, tickets, and other opportunities.

To apply, please send cover letter and resume to erinyee@capturethedream.org

For more information, please visit us at: <http://www.capturethedream.org>

Capture the Dream, Inc.
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