

JOB DESCRIPTION
Grant Writing Associate

Townsend Public Affairs (TPA) is a state and federal legislative advocacy and grant-writing firm that provides lobbying and grant funding services to public agencies and nonprofit organizations throughout California, and is now seeking to hire a Grant Writing Associate to be located in one of our four offices throughout California (Sacramento, Newport Beach, Fresno, or Oakland).

For over two decades, TPA has ranked among the largest and most successful advocacy firms registered with the State of California, based upon revenues reported to the California Secretary of State. (The firm ranked seventh among 486 firms...98th percentile...registered for the 2019-20 legislative session.)

TPA specializes in the development and execution of strategic lobbying and funding services for a select clientele of local public agencies and special districts, including but not limited to: municipalities, counties, community college and K-12 school districts, water agencies, sanitation districts, transportation authorities, recreation and park districts, and fire protection districts. The firm also serves several non-profit organizations, including museums, science centers, at-risk youth programs, environmental preservation societies, and other facilities that protect and support community, cultural, and historical resources.

The Grant Writing Associate position will report to the Senior Director of the Southern California office. This position be responsible for identifying, researching, and drafting grant proposals for TPA clients. The Grant Writing Associate will manage and deliver of funding advocacy services that are tailored for the specific needs of their client portfolio, either directly or in conjunction with the senior leadership of the firm. This includes daily attention to both short and long-term client initiatives, along with the development and execution of strategies to address those priorities, including the identification of new opportunities.

POSITION DUTIES AND RESPONSIBILITIES

- Develop and submit grant applications and funding proposals on behalf of client priority projects
- Provide necessary advocacy and follow up to shepherd applications through the funding process
- Create and implement a funding strategy for clients by proactively identifying key opportunities, priority projects and other initiatives
- Identify, research, and advise clients of potential funding opportunities using traditional and creative solutions
- Build, maintain, and leverage key relationships within state and federal agencies to advance client funding agendas
- Identify potential impacts of grant application requirements and communicate necessary information to clients
- Draft external and internal communications documents including memoranda, correspondence, and letters of support, as needed

- Understand and effectively communicate the grant writing and funding services that we provide through business development opportunities
- Independently manage a client portfolio which includes a variety of client types
- Interact directly with clients, whether in person, video conference, remotely and in-person
- Attend meetings, hearings, fundraisers/events, city council meetings, board meetings, and/or special committee meetings as needed
- Perform other responsibilities, as necessary.

POSITION QUALIFICATIONS

- Minimum of three years of grant writing experience or writing in a professional environment
- Bachelor's degree
- Knowledge of state and federal grant submission process (grants.gov, grants.ca.gov, etc.)
- Knowledge of the state and federal government legislative process
- Strong research skills
- Superior oral and written communication skills
- Strategic and analytical mindset
- Able to multi-task and work productively in an extremely fast-paced and unpredictable environment
- Holds a high regard for integrity and dependability
- Collaborative spirit, willingness to take direction from multiple client managers remotely and the ability to work independently with minimal supervision

Please send a resume and writing sample to Amanda Conklin at aconklin@townsendpa.com