POSITION OPENING

POSITION: Grant Writer
Part-Time (20-25 hours per week) / Non-Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 640

LOCATION: Regenerative Agriculture Initiative

COMPENSATION: $35.00 per hour

ESSENTIAL JOB FUNCTIONS: The Regenerative Agriculture Initiative (RAI) at California State University, Chico promotes regenerative farming practices that reduce greenhouse gases, restore soil resiliency, and increase the sustainability of farms and ranches, and address food and water insecurity. RAI is seeking a grant writer to identify, develop, research, write, and compile both government and Foundation grants, using existing language and crafting new language as appropriate. The primary responsibility includes preparation of proposals and grant applications for WSARE, USDA, CDFA and other related agencies. The grant writer will also work with RAI staff to compile needed data and budgets to manage and support the reporting and compliance process. This person may also write marketing materials needed for development and fund raising.

EMPLOYMENT STANDARDS: Requires a bachelor’s degree in a relevant field of study. Qualified candidates should possess excellent writing skills and be able to provide a writing sample of about 3 pages, either from successful grant or marketing materials. They should demonstrate excellent written and verbal communication, show proficiency in research (researching databases, obtaining factual information, gathering statistics, etc.), be able to interpret and analyze diverse data to creative grant narrative, and possess the ability to work collaboratively and independently to achieve a stated goal. The candidate must be highly organized and possess the ability to work well and efficiently under pressure and in teams. Strong computer skills are needed (MS Office Word, Access, PowerPoint and Excel, Google Docs). Must be able to research leads and identify additional grant or funding opportunities in the areas of agriculture, climate change, sustainable food systems, and regenerative agriculture. Previous experience is highly desirable, but we have the capacity to train the right individual who can demonstrate strong writing skills, good work ethic, and strong initiative.

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
- CSU, Chico Research Foundation application
- Cover letter
- Current resume
- Writing sample

APPLICATION DEADLINE: Open until filled. Application review begins March 13, 2019. Applications received after March 12, 2019 may not be considered. Applications can be submitted:

BY MAIL: CSU, Chico Research Foundation
25 Main Street, Suite 206
Chico, CA 95928-5388

BY IN PERSON: CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL: rfhrjobs@csuchico.edu

BY FAX: (530) 898-3391

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website:
http://www.csuchico.edu/up.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The CSU, Chico Research Foundation is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Research Foundation’s policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
For questions, please contact the Research Foundation Human Resources office:
BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of
California State University, Chico. Employment is considered to be at-will.