



Manager, Grant Writing and Reporting

Organization Information:

We Care Solar addresses a critical aspect of global maternal and child health care – reliable electricity to support essential lighting, communication, and medical services. We design and distribute to health centers simple and reliable solar electric systems, called Solar Suitcases, to facilitate timely and efficient emergency obstetric health care. We utilize the experience gained in our primary mission to improve life chances for women, children and their families.

We Care Solar is a 501.c.3 based in Berkeley, California which was founded in 2010. Most of our annual \$4 million budget is provided by foundation grants. In 2017 we plan to work with partners in Uganda, Liberia, Nepal, Ethiopia, the Philippines, and Tanzania.

Position Details:

The Manager of Grant Writing and Reporting will be responsible for identifying institutional prospects for We Care Solar, drafting letters of introduction, concept papers, proposals, and reports representing our work with fluency and precision, while maintaining a calendar of institutional deadlines. S/he will be part of a team that includes the Executive Director, Chief Operating Officer (to whom the position reports), Donor Development/Communications and a Philippines-based support organization.

Responsibilities Include:

- Implement strategies and activities designed to increase support from existing institutional funders and identify new institutional prospects;
- Draft, edit, format, and submit precise, vivid, and compelling proposals, concept papers, reports, and other written communications that present We Care Solar's work clearly and compellingly to existing and potential funders;
- Liaise with program staff to elicit the unique, impactful, measurable, and persuasive facets of our programs to present to funders;
- Collaborate with program staff to efficiently and accurately produce grant reports that are in compliance with funder restrictions and reinforce the impact of We Care Solar's work, positioning the organization for future funding;
- Research the giving interests of foundation funders, stay abreast of

- philanthropic trends and recent foundation giving, and identify new funding opportunities that align with We Care Solar's programs;
- Assist with planning, execution, and follow up for meetings with foundation staff; research and draft briefings for executive leadership in advance of foundation meeting; and prepare senior staff for foundation meetings;
 - Track foundation deadlines and ensure that materials are submitted in full and on time
 - Conduct prospect research on potential foundation and individual donors
 - Track and organize examples of demonstrated impact and write up "case studies" of organizational successes
 - Create and update collateral materials
 - Draft donor and prospect communications including periodic organizational updates, letters, newsletter articles, emails, and invitations
 - Other duties as assigned.

We Care Solar is an equal opportunity employer. Candidates representing diverse backgrounds strongly encouraged to apply.

Qualifications

Requirements:

- Bachelor's degree;
- 3 years of experience in a fast-paced development environment;
- Demonstrated grant-writing experience and a proven track record for producing high quality, successful grant proposals;
- Project management experience;
- Ability to work independently while collaborating with team;
- Strong analytical and research skills;
- Exceptional organizational skills and the ability to prioritize multiple tasks;
- Zealous attention to detail;
- Strong written and verbal communication skills;
- Passion for the mission of We Care Solar.

Preferred:

- Graduate degree in health, international development, or other relevant area
- Experience preparing and reviewing grant budgets and financial reports;
- Technical proficiency with office software including Salesforce or other CRM; graphics.

Candidates should send cover letter and resume to Robin Wolaner, robin@wecaresolar.org