



Temporary Part-time Grant Reader

Job Title: Grant Reader

Department: Grants Department

Reports To: Grants Manager

Location: Palm Desert, CA

Employment Type: Part-time, non-exempt

Wage: \$20-\$25.00 per hour

Job Description:

As a RAP Grant Reader, you will be responsible for assessing grant applications, determining their suitability for funding, and ensuring that the resources are allocated effectively to support projects that align with our organization's mission and values. This role requires a deep understanding of nonprofit or public agency programs, grant management, and a keen sense of evaluating proposals for their impact and feasibility. This position is part-time with approximately 10 hours per month. The candidate we seek is an avid reader, critical thinker, and familiar with services provided by nonprofits or public agencies.

Key Responsibilities:

1. Grant Application Review:

- Review grant applications submitted by nonprofit or public entities.
- Assess the alignment of grant proposals with RAP's mission and priorities.
- Assess the clarity, completeness, and feasibility of project plans and budgets.

2. Impact Assessment:

- Consider and provide input on the potential social, environmental, and community impact of the proposed project.
- Evaluate the effectiveness of proposed strategies and their ability to address identified issues and make informed funding recommendations.

3. Budget and Financial Analysis:

- Assess project budgets to determine if proposal is feasible/reasonable
- Provide input on the financial stability and sustainability of grant applicants.

4. Grant Recommendations:

- Prepare comments stating your assessment and recommendation for the grant review committee.

Qualifications:

- Education: Graduation from an accredited college or university with a bachelor's degree in Social Sciences, Business/Public Administration or a relevant field.

Or

- Experience in nonprofit or public sector- Strong analytical and critical thinking skills.
- Excellent technology skills in software learning and daily use.
- Understanding of grant management and the grantmaking process.
- Familiarity with the nonprofit sector, social issues, and community development.
- Attention to detail and the ability to work independently.
- Strong ethical values and a commitment to the organization's mission.

Desired Qualifications:

- Experience in grant evaluation, or related work.
- Experience with Foundant, Grant Management software.
- Preferably 2 years of experience in the nonprofit sector.
- Familiarity with the Coachella Valley community and local resources.

Certifications required:

- Valid California Driver's License
- Must maintain vehicle insurance

About Us:

The Regional Access Project (RAP) Foundation was incorporated in 1992 as a 501 (c)(3) public benefit corporation to address unmet needs in health, mental health, and juvenile intervention for residents of eastern Riverside County through grants and technical assistance to not-for-profit service providers. Funding of the RAP Foundation is primarily through unique cooperative agreements between the RAP Foundation and the County of Riverside; and between the County of Riverside and the City of Palm Desert Redevelopment Agency.

NPO Centric:

NPO Centric is a program of the RAP Foundation. It is a community resource center focused on strengthening and increasing the capacity of nonprofits in Riverside County. At NPO Centric, we help nonprofits build stronger, more sustainable organizations by providing them with information, resources, and access to professional expertise in planning, human resources, fundraising and development, marketing and branding, technology, and much more.

Equal Opportunity Employer:

The RAP Foundation is proud to be an Equal Employment Opportunity employer, and strictly prohibits any unlawful harassment and/or discrimination against applicants for employment or anyone in its employ based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), marital status, sexual orientation, gender, gender identity (including transgender status), gender expression, religious belief

or practice, race (including natural hairstyle or hair texture related thereto), color, national origin (including possession of a driver's license issued under Vehicle Code Section 12801.9, which authorizes licenses to individuals who cannot provide satisfactory proof of their presence in the U.S. under federal law), ancestry, age(40 and over), physical or mental disability, medical condition (including cancer-related physical or mental health impairment or history of same), genetic information, military and veteran status or any other consideration made unlawful by federal, state or local laws. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, RAP will make reasonable accommodations for qualified individuals with a disability who are applicants or employees unless undue hardship would result.

Pre-Employment:

All employment offers are contingent upon successful completion of a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from employment). Proof of education obtainment and all other licenses and certifications must be submitted to employer if employment opportunity is extended.

How to Apply:

Interested candidates are requested to submit a resume and cover letter to Grants@rapfoundation.org with the subject line RAP Foundation Grant Reader.

Deadline for Applications:

Regional Access Project (RAP) Foundation is an equal opportunity employer. We encourage candidates from diverse backgrounds and experiences to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Respective applicants will be accepted until the position is filled. Those not selected may be considered for future openings.