



Office of Mayor Antonio R. Villaraigosa

Resource Development Officer Job Description

Department: Mayor's Office of Gang Reduction and Youth Development (GRYD)
Position: Resource Development Officer – Exempt Position

Duties and Responsibilities: The Gang Reduction and Youth Development (GRYD) Program is a comprehensive gang reduction program administered by the Mayor's Office of Gang Reduction and Youth Development. The GRYD program aims to effectively reduce gang crime and violence in specific geographic areas through the application of evidence-based gang prevention, intervention, reentry, and suppression strategies. The Resource Development Officer will identify funding opportunities to support the Mayor's gang reduction and youth development strategy.

The Resource Development Officer will report directly to the Deputy Director of Planning and Administrative Services. Major duties and functions include:

- Researches grant programs and priorities, including corporate, foundation and governmental (local, state, and federal) sources and identifies new prospective funders;
- Develops and maintains relationships with funders including foundations, government entities and/or businesses;
- Provides timely advice and information on funding opportunities;
- Responds to RFP's and develops proposals including the budgets in collaboration with other GRYD and Mayor's staff; tracks proposal submissions; and assists policy team with reports to the City Council for acceptance and implementation of grants;
- Edits draft applications for accuracy; completeness; clarity; and accordance with grant/loan requirements;
- Assists in contract review and reporting requirements for funded grant programs. Assists in development of reports and/or ensures that required reports are completed and submitted by responsible project staff;
- Liaises with Mayor's Office fiscal agent on matters of accounting, reporting, and private sector or individual donor solicitation;

- Assists with the implementation of Mayor's GRYD strategic objectives related to resource and program development;
- Represents the Mayor's GRYD office, when requested, at meetings with potential funders;
- As assigned by the Deputy Director of Planning and Administrative Services, undertakes additional projects related to corporate, foundation and government funding as needed.

Requirements:

- Bachelor of Arts in Public Policy, Policy Administration, Political Science or related field;
- A minimum of 3-5 years experience with grant writing, fundraising and development, budget forecasting, contract and grant administration, and evaluation;
- Diplomatic, analytical, persuasive and effective written and verbal communication;
- Ability to take initiative and utilize innovative techniques and ingenuity in preparing grant/applications;
- Independent research abilities, including the ability to gather, analyze and evaluate a variety of data;
- Ability to work with non-profit organizations, City department staff, community representatives, and elected officials;
- Ability to communicate effectively orally and in writing;
- Ability to analyze complex information and develop plans to address identified issues;
- Ability to effectively demonstrate negotiation and facilitation skills;
- Ability to deliver professional presentations in both local and national arenas addressing juvenile delinquency/gang prevention strategies;
- Knowledge of laws and regulations pertaining to federal grants, contract administration and basic grant budgeting processes;
- Excellent time management skills, well-organized, detail-oriented and able to work both independently and under minimal supervision;
- Ability to work as part of a program administration team; ability to understand, interpret, apply and communicate complex regulations, policies and procedures; and strong

interpersonal skills to develop and maintain cooperative, professional and productive work relationships; and

- Proficiency with Microsoft Word, Excel, and PowerPoint software programs.

Start Date and Salary: Anticipated start date for this position is immediate. Compensation will be negotiated within an established annual salary range commensurate with demonstrated skills and work experience.

Qualified candidates should email a cover letter and resume to:

Gang Reduction and Youth Development
Office of Mayor Antonio R. Villaraigosa
lagryd@lacity.org

Or you can mail a copy to:

Office of Mayor Antonio R. Villaraigosa
Gang Reduction and Youth Development
200 N. Spring Street, Room 303
Los Angeles, California 90012
Attention: Sergio Samayoa, Deputy Director

If you have any questions related to this position description, you may call our office at (213) 473-7796.