ABOUT THE ORGANIZATION
Center for Planning Excellence (CPEX) is a unique non-profit planning organization that provides planning and policy services, drives cross-agency and collaborative statewide planning initiatives and guides urban, rural, and regional planning and implementation in Louisiana. We provide best-practice planning models, innovative policy ideas, and technical assistance to individual communities that wish to create and enact a broad spectrum of plans, including master plans and those dealing with transportation and infrastructure needs, environmental issues, and healthy community design. CPEX brings together community members and leaders from across the state and provides guidance as they work toward a shared vision for future smart growth and sustainable development. CPEX continues to be on the cutting edge of climate, resilience, and healthy community design in Louisiana.

ABOUT THE ROLE
CPEX seeks a Grant Writer who will play a critical role in CPEX’s organizational growth. This role has three core focus areas: (1) writing and editing grants and proposals, (2) managing the proposal development process for philanthropic grants, responses to RFPs, and other proposals, and (3) writing and copy-editing other organizational materials. The ideal candidate is an exceptional writer and copy editor who has a talent for clearly communicating complex concepts, strategies, processes, outputs, and impacts. Organized and process-oriented, the Grant Writer should have high capacity for managing complexity and making internal processes for proposal development simple, clear, and effective for all involved. We are looking for a candidate that is a successful collaborator, but also excels at diving into detail-oriented independent work. And importantly, we are looking for someone who is aligned with and passionate about CPEX’s mission!

PRIMARY RESPONSABILITIES
Grant Writing (approximately 40% of effort)
- Develop and write clear, concise, and compelling proposals and applications that align with the organization’s mission and priorities.
- Ensure that all proposals and applications are well-organized, persuasive, and adhere to the specific requirements of each funding opportunity.
- Research and synthesize data and information necessary to support the proposals, such as program plans, evaluation reports, or budget information.
- Edit and proofread proposals for accuracy, consistency, and clarity.
- Assist in preparing project progress narratives required pursuant to any awards.
- Communicate with funders as needed to clarify details related to grant proposals.
- Stay current on trends and best practices in grant writing and fundraising.

Management of Proposal Development Process (approximately 40% of effort)
- Manage proposal development processes from start to finish, including:
  - Partnering with relevant CPEX leadership to develop proposal strategies.
  - Coordinating efforts across the team, convening and leading meetings with relevant Team members at each stage of the proposal development process.
  - Overseeing proposal revisions.
  - Ensuring on-time and high quality proposal submissions.
Partner with relevant CPEX leadership to ensure opportunity identification and proposal materials are in line with CPEX’s strategic direction and business development priorities.

Monitor proposal requirements and ensure compliance with submittal deadlines and other requirements.

Maintain and update database of proposal opportunities applicable to CPEX, including researching new opportunities and tracking those identified by CPEX staff.

Develop and maintain proposal templates and tools, such as boilerplate content, graphics, and project summaries, and staff resumes, to streamline the proposal development process and ensure consistency and quality across proposals.

Monitor and report on proposal development metrics and outcomes, such as win rates, proposal quality, and client feedback, to inform continuous improvement efforts.

**Writing and Copyediting (approximately 20% of effort)**

Partner with CPEX’s communications department and/or CPEX leadership to:

- Produce written and visual materials, including community partner appeals and marketing collateral, to support CPEX’s external communications.
- Edit and proofread written materials for accuracy, clarity, and consistency, ensuring that all content meets the organization’s standards for quality and messaging.

**DESIRED SKILLS AND QUALIFICATIONS**

The following skills and qualifications represent our ideal candidate. We encourage potential candidates to apply even if they do not meet all below criteria.

- At least 3-5 years of experience in grant writing, proposal development, or related fields, with a proven track record of success in securing funding from public and private sources.
- Exceptional writing and editing skills, with the ability to craft clear, concise, and compelling proposals and other written materials.
- Experience managing complex processes, including working with multiple stakeholders, developing proposal strategies, and ensuring compliance with reporting requirements and deadlines.
- Strong analytical skills, with the ability to synthesize and present data and information in a compelling and persuasive manner.
- Excellent organizational skills, including managing multiple projects simultaneously, prioritizing tasks, and meeting deadlines.
- Strong interpersonal skills and the ability to work collaboratively with a wide range of stakeholders, including staff, community partners, funders, and other stakeholders.
- Passion for CPEX’s mission and a deep commitment to equity and sustainability.

**ADDITIONAL DETAILS**

- **Location:** CPEX’s office is located in downtown Baton Rouge. The successful candidate will be expected to work in the office at least three days a week and regularly attend internal and external CPEX events and meetings in Baton Rouge, New Orleans, and around Louisiana, including some evening and weekend events when necessary.
- **Compensation:** This is a full-time, salaried position with benefits. Salary range is $55,000 - $75,000 and will be commensurate with the successful candidate’s level of experience.
• **Application Requirements:** Applicants must submit a resume, cover letter, and portfolio if desired, to Sydney Young at syoung@cpex.org, and must be authorized to work in the United States. Qualified candidates will be invited for virtual or in-person interviews on an ongoing basis and the position will remain open until filled.

**DIVERSITY, EQUITY, AND INCLUSION AT CPEX**

CPEX is committed to advancing diversity, equity, and inclusion and we aspire to do so intentionally, in every aspect of our work. We recognize that sustainable prosperity and community resilience cannot be realized in the absence of equity and inclusion for all Louisiana residents, and we strive to lift all voices in our efforts to ensure that all Louisianans are included in the decisions that impact their communities, region, and state. CPEX is committed to integrating DEI into the fabric of our organization and our work, from our internal culture to how we partner with communities, to how we use our resources, and we are continually seeking ways to expand our impact and improve our performance on these measures. A successful candidate will be equally committed to these goals and values.