



CIVIL LIBERTIES DEFENSE CENTER

1711 Willamette St. Suite 301 #359 Eugene, OR 97401
Phone: 541-687-9180 Fax: 541-804-7391
info@cldc.org • cldc.org

POSITION ANNOUNCEMENT

Grant Writer (CONTRACT)

Position to start immediately

Preferred candidate will work from Oregon (hybrid/remote available, outside Oregon considered)

Who We Are:

The Civil Liberties Defense Center (CLDC) is a nonprofit organization that supports movements that seek to dismantle the political and economic structures at the root of social inequality and environmental destruction. We provide litigation, education, and legal and strategic resources to strengthen and embolden the success of those movements. As we celebrate our 20th anniversary, our motto is "Until all are free, we've got your back." We have provided pro bono activist defense to over 5,000 environmental, climate, and social justice activists, as well as providing free Know Your Rights and related trainings to over 10,500 people. Our primary office is in Eugene, Oregon.

Summary:

The Contract Grant Writer is an experienced nonprofit professional working directly with the Director of Fundraising & Engagement and the Leadership Team. The Contract Grant Writer will help to ensure CLDC's financial health by writing grants and supporting foundation prospecting. A desire to work at the intersections of movement law, environmental, climate and social justice movements is required for this position.

Specific Job Responsibilities:

Fundraising & Development Support

- Support CLDC's annual fundraising plan by prospecting and writing grants and LOIs in conjunction with the Leadership Team
- Meet or exceed fundraising goals and targets
 - Research and prospect new foundations and grant funding
 - Write and submit grants and LOIs
 - Track proposals and collaborate on grant reports for all foundation grants

Desired Experience and Qualifications:

- Proven nonprofit grant writing experience for at least 2 years
- Knowledge of foundations that emphasize environmental, social justice and/or civil rights is an advantage
- Must be detail oriented and have the ability to work independently
- Outstanding written communication skills
- Ability to develop and produce successful proposals, reports, and other materials creatively

- Interest and/or background in movement law, environmental, climate, and social justice issues
- Proficiency with Macintosh computers, donor and outreach databases, and Microsoft Office, or demonstrated ability to learn quickly
- Willingness to learn and engage in movement security culture and digital security practices

Pay:

- Starting at \$30-\$50 per hour (based on experience/negotiable)
- approximately 20 hours a week
- Contractor will submit detailed invoices monthly

Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity affirmative action employer, we are committed to practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other factor not related to the position. We seek to redress past discrimination through active measures to ensure equal opportunity in employment. We will consider qualified applicants with arrest and conviction records for employment.

How to Apply:

Interested candidates should submit:

- Resumé
- Cover letter stating your interest and experience
- Three professional references and if possible, one environmental/social justice activist reference

Please send all materials in a single PDF to [LREGAN\[at\]cldc.org](mailto:LREGAN[at]cldc.org)– Subject: “[Your last name]—Grant Writer.”

Please, no phone calls, hard copies, or drop-ins. For technical difficulties