Description for Part-time Grant Writer (contracted)

The Welcome Project seeks a part-time Grant Writer to support the grant-writing efforts of the organization. The contractor works collaboratively with staff and serves as a key partner to the Executive Director, to maintain efficient grant writing operations and to strengthen and build relationships with our supporters. This position is responsible for the writing, editing, and project management of grant proposals and reports for identified foundation, government, and corporate funders.

Key Duties and Responsibilities

- Acquire and maintain detailed knowledge and understanding of the organization and its programs, thereby developing persuasive letters of intent, proposals, responses to RFPs and RFQs, reports, and related materials
- Research and draft outreach to support an ongoing pipeline of prospective foundation, government, and corporate funders.
- Assist ED in the management of the organization’s grant writing and contracting efforts and orchestrate methods of approach to existing and prospective foundations, governmental contracting departments, and corporate funders
- Prepare and manage inquiry communications, letters of intent, proposals, budgets, attachments, other responses to RFPs/RFQs, and reports, ensuring all requirements and deadlines are met
- Coordinate and provide all materials to the ED for review and submission of LOIs, proposals, reports, and related communications
- Assist ED in the approach and follow-up with foundation, governmental, and corporate funders, including drafting talking points for outreach, site visits, presentations, and other related communications
- Develop a grant writing plan to inform the ED and staff of grant cycles and deadlines
- Maintain grant writing database that includes key information including deadlines and reporting requirements
- Other duties as assigned by the ED to support the mission of the organization.
QUALIFICATIONS:

- Well-qualified candidates should possess a Bachelor’s Degree and a minimum of 2 years of experience working as a grant writer
- Proven record of successfully achieving grant and contract funding from foundation, government, and corporate funders
- Experience researching and conducting outreach to develop new funding from foundations, governmental contracts, and corporate foundations
- Experience working with immigrants and a strong commitment to social justice is desirable
- Other key qualifications are:
  - passion for development and fundraising
  - high energy, positive “can-do” attitude
  - attention to detail
  - high degree of initiative with the ability to ask questions
  - excellent knowledge of database programs will be a plus
  - excellent verbal and written communication, and interpersonal skills
  - the ability to interact at the executive level

This is a part-time and contracted position reporting to the Executive Director. Estimated hours: 8 to 12 hours/week.

Please email a cover letter stating your hourly rate, and resume, to suany@welcomeproject.org.

If you have any questions, please send an email to walter@welcomeproject.org with your contact information.