

Job Description

Job Title: Grant Writer
Division: Development

About ProLiteracy:

ProLiteracy Worldwide is an educational organization that champions the power of literacy through its programs and publications, training and professional development services, research, and advocacy. ProLiteracy works together with members, partners and the adult learners they serve, and with local, national, and international organizations that have common missions, goals and objectives. The Organization is instrumental in building the capacity and quality of programs teaching adults to read, write, compute, use technology, and to learn English as a new language.

Position Summary:

The Grant writer will be responsible for all aspects of grant writing including prospecting, writing, reporting, deadline management and relationship management. Reporting to the Senior Director of Development, the Grant writer will also be a key person on the Development team.

Major Duties & Responsibilities:

Grants

1. Develops relationships and collaborates with key institutional stakeholders.
2. Maintains proficient knowledge of ProLiteracy's history, programs, relevant data/statistics, as well as displays an understanding of growth strategy.
3. Assists with the execution of development department's strategy.
4. Identifies grant, foundation, and corporate funding opportunities.
5. Writes, submits and manages grant proposals.
6. Maintains records and manages deadlines relevant to stewarding institutional funders and grants.
7. Maintains grant prospecting schedule, and funder database.
8. Leads grant meetings, including brainstorming, proposal development and implementation meetings for hand-off.
9. Support the development and institutionalization of consistent processes for grants management and reporting, including programmatic and financial.
10. Strategizes and manages Development's corporate and foundation relationships, working with staff to appropriately assign and manage relationships and resources, including promotion and execution of deliverables.
11. Manages a caseload of corporate and foundation relationships, which may include travel, conference calls and other interactions to maximize the relationship.

Funding Opportunities Research

12. Monitors current public and private sector donor priorities and general domestic and international grant-making trends.
13. Conducts research to identify public and private sector donor prospects domestically and internationally. Identifies prospective corporate foundations and develops an outreach strategy and timeline for each.
14. Performs other duties as assigned, including travel.

Required Qualifications and Experience:

1. Bachelor's Degree in creative writing, journalism or related field.
2. Very strong writing abilities especially for grants, letters, and reports.
3. Critical thinking and analytical skills- proven ability to connect organizational data and mission needs to funder's mission.
4. Exceptional project management skills with proven multi-tasking and time management abilities
5. Exemplary communication skills.
6. Ability to meet and manage deadlines.
7. Five years successful experience in grant research and proposal writing.
8. Interest in ProLiteracy's mission and a dedication to promoting the organization's fundraising priorities.
9. Successful experience with the full grants cycle.
10. Must have excellent interpersonal skills and a demonstrated record of completing assignments.
11. Knowledge of fundraising information sources and grants databases.

Full-time position. Benefits include vacation, sick, holiday pay, health, dental, vision insurance, 403(b).

Please send your resume to hr@proliteracy.org.