



Contracted Grant Writer

Primary responsibilities include preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities in the areas of education, arts and cultural programs, development, youth and children, human services, public affairs, recreation/sports, social services and technology.

The Grant Writer duties will include, but are not limited to:

- Write high-quality grant proposal narratives, applications, and supporting documents
- Responsible for researching, collecting data, and writing of each grant
- Work with department managers to compile financials and data
- Manage the proposal submission process to ensure timely submission of all required materials.
- Managing all pre-award and post-award activities for the agency and works in partnership with department directors and other stakeholders to ensure proposals meet the agency's priorities
- Develops and maintains a proposal calendar
- Coordinate and follow-ups on the progress of submitted proposals
- Develops an annual grants strategy
- Conduct prospect research to identify, cultivate and solicit new grants
- Perform other duties as assigned

Required Skills:

- Excellent written communication skills
- Excellent grammar
- Critical thinker
- Top-shelf research skills
- Ability to understand the needs of both the agency in need of funding and the organization/foundation that is offering the grant money
- Great organizational skills
- Ability to understand and execute complex instructions
- Outstanding computer skills
- Knowledge of or experience with working at a nonprofit

Experience/Qualifications:

- A minimum of 2 years of experience in research and grant writing; nonprofit experience a plus
- Bachelor's degree in communications, English, writing or similar field
- Experience with some or all of the following: private/family foundation, local/county, state, federal and corporate proposals

- Ideal candidates will possess knowledge of social service, mental health and/or healthcare industries and the current trends in the field.
- Excellent writing, analytical, and research skills are essential. Candidates must be self-motivated, detail oriented, and highly organized.
- Candidate must possess the capacity to manage a high volume of work in a fast-paced, deadline driven work environment.
- Proficiency with Microsoft Office (Word, Excel and Outlook) required; Salesforce strongly preferred.

Please submit resume, cover letter and copy of writing sample to Office manager Lizette Ramos at lramos@youthnowcenter.com

Thank you for your interest in joining the Youth N.O.W. team!