

POSITION SUMMARY

The Grant Writer will join the Development Team and be responsible for all aspects of the grant process, thoroughly researching, prospecting, vetting, and submitting proposals for new grants, and maintaining current grants. The Grant Writer manages the day-to-day administrative needs for New City Kids: Jersey City. The position requires a person with a high attention to detail, strong work ethic, a love for order, and a heart for others.

Grant & Donor Relations Responsibilities (80%)

- Prospect and research new grant funding opportunities
- Coordinate, write, and submit proposals for \$700k+ in new or increased funding (including grants from private foundations, corporations, and government funds)
- Secure \$100k in new or increased grant funding from foundations and corporations
- Maintain contact with funding agencies gathering information, such as reporting deadlines, program requirements, project updates
- Submit all grant reports, including narrative and financial reporting, in a timely manner
- Renew grant proposals to all existing funding partners; increase grant renewals where possible
- Work to fulfill the goals of the Donor Communication plan and the Development Team
- Work with the Development Team to make a plan to care for supporters and funders
- Maintain databases and systems to track data and reference materials for use in grant reports and proposals and work with program staff as needed to collect data and information
- Support special events

Editing & Quality Control (10%)

- Proofread and edit all marketing materials including print (newsletters 4x/year, annual report), email (weekly) website (as needed), social media (weekly), and materials for special events.

Office Management Responsibilities (10%)

- Manage office supplies (including expense lines) and office filing system, run errands as needed for special events
- Support board meetings and Executive Director

Qualifications

- Bachelor's degree
- Grant writing experience strongly preferred (especially government funding experience)
- Excellent verbal, written, and interpersonal communication skills
- Strong achievement ability
- A decisive, independent thinker with a strong work ethic
- Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines
- Strong attention to detail
- Ability to manage, coordinate, and share pertinent information with staff
- A strong commitment to and ability to communicate the goals and mission of New City Kids, including a personal and active Christian commitment
- Strong computer literacy and competency required

Details

- **Compensation:** \$35-45k/year + benefits
- **Hours:** full time, 30-40 hours per week
- **Location:** Jersey City, NJ
- **Supervisor:** Development Director
- **Start Date:** February 15, 2018

To apply, please send cover letter, resume, and sample of grant work to hiring@newcitykids.org. No phone calls, please.