

Grant Writer Job Posting

****In addition to a resume and cover letter, please submit a Writing Sample in response to the following question: "Why are you motivated to work for Educational Equity in Education?" (2-page maximum)****

Job Title: Grant Writer

Reports to: Director of Development & Communications

FLSA: Part Time, 30 hours per week – Non-Exempt

Compensation: \$21 per hour, with full benefits package

Elevate Oregon is a non-profit organization supporting students in the Parkrose School District, one of the most diverse districts in Oregon with a high rate of childhood poverty.

Our year-round mentoring program integrates with the core high school curriculum to raise graduation rates and college enrollment, offering career development and life skill building in the 6th–12th grades. We start early building impactful relationships, with daily mentoring and support in/outside school for 3rd–5th graders.

As a Black-led nonprofit with 85% BIPOC staff serving 93% youth of color, Elevate employs culturally responsive practices as a key aspect of our mission. We make sure that our youth are truly seen and valued for who they are, and can see themselves in our leadership.

Summary

This position is responsible for developing and managing grant proposals to secure funding for the organization and engaging with potential community benefactors by performing the following duties.

Essential Duties

1. Crafts and submits compelling grant proposals to secure capital essential to the growth of the organization.
2. Tracks grant activity throughout the year, adhering to deadlines for applications and reports.
3. Collaborates with the Director of Development & Communications, Director of Finance, and program staff to execute grants strategy according to organizational needs.

Job Duties

- Serves as a subject matter expert on Elevate Oregon's unique mentoring model and the many programs, services, and strategies carried out by Elevate staff.
- Writes, submits, and manages grant proposals, conducting the full range of activities required to prepare and submit timely, accurate, compelling, polished proposals to foundation, corporate, and government sources.

- Collects stories and data for grant applications and for the reporting of grant outcomes well ahead of deadlines.
- Furnishes prospective funders with supporting documents.
- Maintains the tracking tools for grant applications, including application results, reporting dates and requirements, contact information, and deliverables.
- Conducts research to identify new grant funding opportunities.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation and problem-solving.
- Respectfully takes direction from Manager.
- Other duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Education & Experience

High school diploma or GED required, bachelor's degree in creative writing or related field preferred. Previous experience working with youth, project management, program coordination, fundraising and measuring/ reaching income goals, and grant writing experience preferred. Bilingual (English-Spanish) language skills preferred.

Certificates, Licenses and/or Registrations

A valid driver's license, acceptable driving record, and automobile liability coverage or access to an insured vehicle.

Travel Requirement

This position requires occasional travel, usually local day trips.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, percentages, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Computer Skills

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software. Experience with MS Office Word and Excel.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This position is regularly required to stand, walk, sit, use hands to finger, handle or feel, reach with hands or arms, climb or balance, stoop, kneel, crouch or crawl, use stairways to climb to multiple floors within office building, talk or hear and taste or smell. The employee must regularly be able to lift 25 pounds and the noise level in the work environment is usually moderate and can sometimes be loud.

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