JOB TITLE
Grant Writer

JOB SUMMARY
In the midst of significant organizational growth and funding opportunities, the Mystic River Watershed Association is seeking a proactive, impact-driven, and organized Grant Writer to join our team. This is a great opportunity for an individual with attention to detail, critical thinking skills, and interest in building great proposals with committed project teams.

ABOUT THE MYSTIC RIVER WATERSHED ASSOCIATION

The Mystic River Watershed Association (MyRWA) was founded in 1972. Our vision is a vibrant, healthy and resilient Mystic River Watershed for the benefit of all our community members. To achieve this, MyRWA is protecting water quality, restoring important habitats, building climate resilience, transforming parks and paths, and inspiring youth and community members.

Our Mystic Greenways program creates and connects 25 miles of parks and paths along the Mystic River and its tributaries. Our education program engages over 1,000 youth and families in STEAM education focused on nature close to home. Hundreds of volunteers help us document and improve water quality, river herring, and urban heat islands, as well as help reduce trash and remove invasive weeds. Finally, MyRWA founded and co-leads the Resilient Mystic Collaborative, a watershed-wide partnership among cities and towns to protect people and places from climate change.

This is an exciting time to join an organization that is having a big impact on the local environment. MyRWA has a staff of 15 highly collaborative team members, a dedicated Board of Directors, and an annual budget of more than $5 million. As an organization committed to incorporating racial equity and justice throughout our programs and operations, we have embarked on a two-year training and strategic plan update to ensure that we are fully living into these values.

WHAT YOU’LL GET TO DO
The Grant Writer is a new position at MyRWA and will help us manage and submit more than 40 applications every year. Right now, there is unprecedented levels of federal and
state funding for investment in environmental improvements. As the Grant Writer you will help MyRWA and our partner municipalities expand our capacity to fully leverage these resources to impact the local environment.

The Grant Writer will report to MyRWA’s Deputy Director of External Affairs and work closely with the Senior Policy Advisor, and other project staff. There is a strong base of experience and success within MyRWA in securing federal and state grants, and we are excited to create this position to expand this already successful program.

**Job responsibilities include:**

- Research prospective grant sources (priority on federal/state funding sources with opportunity for private and corporate).
- Track grant-related deadlines and submissions. Track grant funding raised and anticipated.
- Coordinate the development of grant proposals by establishing timelines that outline tasks and assignments; meet all deadlines; facilitate timely communications with the proposal team; collect grant submission materials from necessary partners or staff.
- Draft high-quality, compelling LOI’s, grant proposals and grant reports, and submit within the given deadlines.
- Work closely with the Operations Manager and project heads to develop program budgets that align with funding requests.
- Research and collect data and study findings to support grant proposals and reports.
- Respond to inquiries from funders in a timely manner.

**WHO WE ARE LOOKING FOR**

There are innumerable ways to learn, grow and excel professionally. We know people gain skills through a variety of professional, personal, educational, and volunteer experiences. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. This said, we are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below.

**The ideal person for this position:**
• 2+ years experience in grant writing / proposal development.
• Track record as a collaborative team member who excels in coordinating multiple projects, and is comfortable working with multiple different partners on varying topics.
• Great attention to detail and deadlines
• Excellent communication skills, both written and oral
• Computer literacy: Microsoft Office Suite (Word, Excel, PowerPoint), Google suite and experience with on-line research and resources required.

**Position preferences**

• The following skills and experiences are preferred but not required:
• Bachelor's degree plus at least three years of work experience. Non-degreed candidates with equivalent skills and five years of work experience are strongly encouraged to apply. Experience with environmental or climate justice issues
• Understanding of government portals is preferable, such as GRANTS.GOV to support the submission and reporting requirements

MyRWA seeks to be representative, at all job levels, of the people we serve in our watershed. We are an equal opportunity employer and we encourage applications from people of color, LGBTQIA people, people living with disabilities, military veterans, re-entry citizens and other under-represented populations.

**WHAT WE OFFER**

This is a full-time position with the Mystic River Watershed Association with a salary range of $70,000 to $80,000 dependent on experience and skills. Our paid time off policy includes 15 days paid vacation in your first year of employment and rises to 20 days in your second year of employment. We offer 12 paid holidays, and 6 sick paid days per year. MyRWA benefits include health insurance (MyRWA covers up to 80% of employee premiums), immediate eligibility for participation in a 401k retirement plan with a 4% employer match and paid parental leave.

**WORK EXPECTATIONS AT MyRWA**

We are a hands-on team and seek employees who are passionate about our work and service to our community. Currently, MyRWA has a hybrid model of working, and we ask that staff come to the office at least one day a week (this may increase in the future). Additionally, there are often in-person meetings at MyRWA that will require attendance.
We continue to adapt to safety protocols related to COVID-19 as we understand them. For the safety of the community, all MyRWA employees are required to be vaccinated. The Grant Writer will honor protocols and requirements set up by our school and community partners.

Our office is located in the town center of Arlington, Massachusetts. Free street parking and bike parking is available next to our office, which is a 1-minute walk from the 77 and 79 bus lines on Massachusetts Avenue. Local travel within the watershed area is anticipated, including opportunities to work at external events. This position is a total of 40 hours per week, with typical hours being Monday-Friday, 9 am to 5 pm. Exceptions to this schedule are based on community events with some night and weekend hours. Staff members are expected to flex time appropriately. This role may involve minor physical activity.

**HOW TO APPLY**

Please send resume and one page cover letter on why you’d be a good fit for the job to jobopportunity@mysticriver.org with the subject line Grant Writer. No calls, please. Preference will be given to applications submitted by June 12. The position will be open until filled.