Grant Writer (Consultant)

JOB DESCRIPTION

ABOUT YLABS

YLabs is a leading global design and research organization working to improve health and economic opportunity for young people 10-24 years old. Founded in 2014 at the Harvard Innovation Lab, YLabs partners with young people in sub-Saharan Africa, South Asia, and Central America to design, test, and advocate for youth-driven solutions that address key challenges to young people’s health and economic opportunity worldwide. YLabs’ focus areas are sexual/reproductive health, HIV/AIDS, mental health, and economic inclusion. Find out more about our projects here: https://www.ylabsglobal.org/work

Our team of physicians, designers, economists, developers, public health professionals, and educators bring a unique mix of human-centered design, adolescent health, economic and health outcome evaluation, behavioral science, and implementation know-how to the global problems facing youth.

We have offices in the US and Rwanda, but are currently supporting our teams to work remotely during COVID-19. This role is fully remote.

YLabs is committed to building teams and policies that promote equity, justice, and belonging at work. We strongly encourage people from all cultures, races, educational backgrounds, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply. We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, age, disability, familial status, marital status, caregiver status, or any other category protected by applicable federal, state, or local law.

JOB SUMMARY

The Grant Writer reports to the CEO and is responsible for actively supporting the fund development and growth activities of YLabs. As part of a larger team, they will identify and manage the development of new opportunities to improve young people’s health and economic opportunity globally. The successful candidate will be able to craft funding proposals and reports in a clear and compelling manner. Excellent writing, analytical, and research skills are essential. Candidates must be self-motivated, detail-oriented, and highly organized, and have experience using online databases and other sources to locate new funding opportunities. You’ll have a range of experience writing successful grant proposals, including federal funding, private foundations, and individual philanthropists.
This is a six month, part-time contract position, with a possibility to extend the contract and/or transition to a full-time role. This position is fully remote, with remote support from YLabs’ US and Rwanda-based team.

ABOUT YLABS’ COMPENSATION
YLabs adheres to Project Fair’s principles and standards to establish equity in pay with the overriding principle of “equal pay for work of equal value” outlined in the Sustainable Development Goals. All salary ranges are based on level within the organization and are competitive to regional and national salary benchmarks, based on the respective office location.

PAY RATE
This is a fixed rate, part-time contract from June 2022 through December 2022 for 10-15 days per month over six months. The pay range for this position is commensurate with experience. Applicants will be asked to submit their expected daily rate along with their application.

YOU WILL:
- Identify and track new funding opportunities, aligned with YLabs’ mission and priority areas
- Determine proposal concept by identifying and clarifying opportunities and needs, studying requests for proposals (RFPs), and attending strategy meetings
- Prepare proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals.
- Meet proposal deadlines by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal
- Coordinate the inputs and review process from relevant contributors from our Technical, Design and Programs team members
- Gather proposal information by identifying sources of information, coordinating submissions and collections, and identifying and communicating risks associated with proposals
- Develop proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation
- Write, revise, and edit drafts including executive summaries, conclusions, and organization credentials

YOU ARE:
- Able to work well in a team environment, handle multiple assignments and meet deadlines
- Passionate about improving the health and opportunity of young people globally
- Committed to operationalizing equity in our work and decolonizing global health
- Willing to work flexible hours to accommodate calls with staff in other time zones when needed
- High attention to detail, and able to prioritize and manage time effectively, meeting deadlines consistently

YOU HAVE:
- Excellent writing skills, including at least five years of experience writing proposals, including for federally-funded opportunities eg. USAID, NIH
- At least five years of experience coordinating the development of proposals and protocols for complex projects as evidenced by coordinating partner content and managing the grant review process
- Experience developing concept notes and proposals for a variety of funding bodies and are able to adapt your style as needed to meet the needs of the opportunity
- Strong verbal communications skills, as evidenced by attending partnerships meetings and giving presentations, trainings, workshops, etc.
- Educational or professional experience in one or more of the following specialties: adolescent health, sexual and reproductive health, HIV/AIDS, climate, mental health, or economic inclusion

DESIRABLE:
- Working proficiency in French
- Educational or professional experience in human-centered design
- Experience developing budgets and workplans for project proposals

ADDITIONAL INFORMATION
To apply, send a resume, cover letter, writing sample, and details of your daily rate to talent@ylabsglobal.org with the subject line: Grant Writer - USA. All your information will be kept confidential according to EEO guidelines.

This posting will be open from May 19th - June 30th 2022. Once the application period closes, all applications will be reviewed by our Hiring Committee. YLabs recognizes the effort that goes into submitting an application; all candidates will be notified of their application status once the hiring process begins.

All YLabs offers of employment are conditional on satisfactory background check and criminal record clearances.