

Grant Writer (Development)

Job Description

Position: Grant Writer

Category: Full-time (Non-Exempt)

Reports to: Director of Development

Hours and Schedule: 35 hours/week; Monday-Friday, some flexibility with daily schedule and some weekend events required.

Location: This position is in-person, working at Spring Creek Towers in East New York, Brooklyn.

Organization and Position Overview:

The Opportunity Hub (The Opp Hub) is committed to strengthening our community through impactful services and purposeful collaboration. The Opp Hub serves the greater Starrett City community, from younger generations to senior citizens, providing services geared toward educational development, wellness, and economic mobility. Our mission is to serve as a reflection of our community and to learn and grow alongside it. We empower individuals to tap into their highest potential through collaboration, supportive services, and an unwavering commitment to growth. We are dedicated to a long-term investment in the needs and future aspirations of those we serve. We envision a community where all residents live in secure and quality housing, are healthy and well, and are empowered to pursue opportunities. Learn more about us at:

www.theopphub.org.

The Grant Writer plays a vital role in the Development department. With the Development team, the Grant Writer will help to manage institutional funder relationships, and is responsible for researching, preparing, writing, submitting, and tracking grant proposals, as well as progress reports on behalf of The Opportunity Hub. This position requires a combination of strong writing, data analysis, and project management skills. The Grant writer will regularly work directly with the Executive Director, Board of Directors, as well as The Opp Hub's leadership, staff, and the Starrett City community.

Responsibilities:

- Study and understand the history, structure, objectives, programs and financial needs of the organization.
- Research institutional funders, giving guidelines and prospects; maintain both a master list of all prospects and a calendar of grant and reporting deadlines.
- Draft and submit proposals, LOI's, grant application narratives, reports, and budgets.
- Maintain a library of grant support documents including resumes, bios, IRS forms, various, board and staff lists.
- Maintain positive relationships with fund providers and other stakeholders.
- Maintain records and submit progress reports to funders.
- Ensure timely data collection and entry into the Neon One CRM.
- Prepare reports and analytics to track fundraising progress and provide insights.
- Support fundraising events and campaigns including tasks such as drafting outreach letters, sponsorship decks, and creating guest lists.
- In-person event support, which may include early morning, late night or weekend hours.
- Exercise discretion when working with sensitive and confidential information.
- Other responsibilities as needed.

Qualifications:

- Bachelor's Degree preferred, transferable related work experience required.
- 4+ years of nonprofit work experience and/or professional writing experience.
- Strong data entry skills and attention to detail is required as well as familiarity with Client Relationship Management (CRM) systems.
- Ability to solve problems, multi-task, and manage deadlines in a fast-paced environment.
- Able to work independently and self-directed, while also being able to work as part of a collaborative team.
- Strong customer service and communication skills.
- Ability to work effectively with a diverse participant and stakeholder population.
- Demonstrate an understanding of life-long learning and using a strengths-based approach.

Salary and Benefits:

The salary range for this position is \$60,000 - \$65,000 and is commensurate with experience. The Opportunity Hub offers comprehensive benefits including paid time off; medical, dental, vision, life, and disability insurance; a 401(K)-retirement plan with employer match; Employee Wellness Program; commuter benefits; and voluntary supplemental insurance.

As an equal opportunity employer, The Opportunity Hub is committed to providing employment opportunities to all qualified individuals and does not discriminate against any employee or applicant on the basis of race, color, national origin, religion, sex, sexual orientation, gender, gender identity and expression, disability, age, marital status, military status, veteran status, pregnancy, parental status, genetic information, or any other characteristic or basis prohibited by applicable law. Employment data show that women, BIPOC, trans, and non-binary people are less likely to apply for jobs unless they meet all the criteria. If you meet some, but not all, the criteria and feel you may be a good fit for the role, we encourage you to apply and welcome the opportunity for new perspectives and insights on our work.

Apply:

Interested candidates should forward their resumes with cover letter to: info@theopphub.org with the subject "Grant Writer."