



POSITION ANNOUNCEMENT

DEPARTMENT: Development and Communications
POSITION: Grant Writer
REPORTS TO: Assistant Director of Development

OPEN DATE: IMMEDIATELY

BASIC FUNCTION:

Erie Neighborhood House, a progressive social service agency serving the Chicago metropolitan area and dedicated to promoting a just and inclusive society, is seeking two full-time **Grant Writers**. Reporting to the Assistant Director of Development, the **Grant Writer's** basic function is to be responsible for developing and writing grant proposals to foundations, corporations, government entities, and other grant making institutions, and will persuasively communicate Erie House's mission and programs to potential funders. Responsibilities include prospect research, grant proposals and funding reports, budget preparation, as well as other fundraising duties.

POSITION RESPONSIBILITIES:

- Solicits, prepares, and submits public and private grant proposals and reports with support of program staff.
- Assists the Assistant Director of Development in implementing strategies to augment the organization's institutional donors.
- Supports Assistant Director of Development in developing relationships with prospective donors, including cultivation of immediate and long-term prospects.
- Supports site visits with prospective and current institutional donors; provides support for government program audits.
- Works with program staff to determine funding needs and help match program needs, both current and future, with potential funding sources.
- Attends program meetings to support proposal development.
- Works with program directors and Database Administrator to collect and report on previous and current year's outcomes and achievements.
- Participates in prospect research activities on a regular and ongoing basis to identify new private and public funding opportunities.
- Ensures timely submission of grant proposals and reports.
- Works with the Finance team to prepare the timely delivery of financial reports and related financial documents.
- Ensures compliance with funder requirements, policies, and procedures through clear communication with appropriate program staff.
- Visits programs monthly to enhance programmatic knowledge and stay abreast of program needs and successes.
- Maintains electronic files of all grant research, program background data, proposal submissions, and funder communication using the organization's database and other tracking vehicles.
- Maintains and updates calendar system to track grant deadlines, grant status, and communicates submissions, confirmations, and declines to program staff and administration.
- Routinely records submissions, declines, contact information, and funder communication in Neon CRM.
- Represents Erie House at agency and other events, as necessary or required; mandatory attendance at annual dinner and at least one other Development and Communications event.
- Other related duties as required or assigned.

QUALIFICATIONS & REQUIREMENTS:

- Education: Bachelor's degree in communications, English, writing or similar skill required; or a minimum of two years' experience with grant writing.
- Work experience in nonprofit setting preferred.
- The highest caliber communication skills are essential – this position must be able to comprehend a diverse set of program information and convert it to compelling language that will drive revenue. Ability to write clear, structured, articulate, and persuasive proposals.

- Strong editing/proofreading skills and attention to detail.
- Ability to work gracefully under tight deadlines, details, and shifting priorities.
- Solid understanding of budgets as they relate to proposals and grants.
- Experience with proposal writing and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- A high level of computer literacy required (i.e., Microsoft Office Suite, other database applications).
- Strong contributor in team environments; ability to handle multiple assignments and meet deadlines.
- Self-motivated, goal-oriented, with a proven level of professionalism to appropriately handle confidential matters.

Compensation range: \$36,000 - \$38,000 with excellent benefits package

Please forward resume, cover letter, writing sample, and a list of three professional references by Monday, August 5th to:

Erin Malcolm, MSW
Assistant Director of Development | Development & Communications
Erie Neighborhood House
1701 W. Superior St.
Chicago, IL 60622 or send via
Email: emalcolm@eriehouse.org

NO TELEPHONE CALLS
ERIE NEIGHBORHOOD HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER
ACCREDITED BY NAEYC & NATIONAL AFTERSCHOOL ASSOCIATION
RECOGNIZED BY BOARD OF IMMIGRATION APPEALS
UNITED WAY MEMBER