

**POSITION ANNOUNCEMENT**

**DEPARTMENT: Development & Communications**

**POSITION: Grant Writer**

**REPORTS TO: Senior Director of Development OPEN DATE: Immediately**

Erie Neighborhood House, a progressive social service agency serving the Chicago metropolitan area and dedicated to promoting a just and inclusive society, is seeking a full-time **Grant Writer.** Reporting to the Senior Director of Development, the Grant Writer’s **basic function** is to be responsible for the identification, cultivation, solicitation and stewardship of institutional funders, both private and public, for Erie Neighborhood House (ENH). Responsibilities include prospect research, grant proposals and funding reports, budget preparation, as well as other fundraising duties.

**Position Responsibilities**

* Solicits, prepares and submits grant proposals and reports with support of program staff for ENH.
* Assists the Senior Director of Development and Grants Manager in creating and implementing strategies to augment the organization’s public, corporate, foundation and congregational donors.
* Assists the Senior Director of Development and Grants Manager to develop relationships with prospective institutional donors, including cultivation of immediate and long term prospects.
* Co-leads site visits with prospect and current institutional donors.
* Works with program staff to determine funding needs and help match program needs, both current and future, with potential funding sources.
* Works with program directors 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 corporate, foundation, and public funding opportunities.
* Ensures timely submission of grant proposals and reports.
* Works with the Grants Manager and Finance team to prepare the timely delivery of financial reports and related financial documents.
* Develops systems to ensure compliance with all funder requirements, policies and procedures.
* Maintains electronic and hard 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.
* Contributes to the maintenance of agency database.
* Represents Erie House at agency and other events, as necessary.
* Other duties as assigned.

**Qualifications and Requirements:**

* Education: Bachelor’s degree required.
* A minimum 2 years of experience in writing and securing grants required.
* Experience completing and submitting government grants preferred.
* Experience with FR50 preferred.
* Experience in strategic fundraising with demonstrated success that includes letter of inquiry and proposal writing, budget preparation, and donor/prospect research.
* Ability to effectively supervise multiple projects and personnel involved in these projects in accordance with ENH objectives, policies and procedures.
* Knowledge of the best practices of grant preparation and administration, plus working knowledge of the sources of fundraising information sources.
* 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.
* Strong proofreading skills and attention to detail
* Exceptional ability to organize people and resources.
* Ability to work gracefully under tight deadlines, details, and shifting priorities.
* Self-motivated, goal-oriented with a proven level of professionalism to appropriately handle confidential matters.

**Excellent Benefits Package**

**Please forward resume, cover letter, salary history, writing sample and a list of three professional references by Monday, January 16, 2017 to:**

Lorena Levy-Alonso

Managing Partner

Levy Alonso and Rodriguez Consulting Group, LLC

P.O. Box 3696

Oak Park, IL 60303-3696

or **send via**

Email: info@thelarcgroup.com **NO TELEPHONE CALLS PLEASE!**

ERIE NEIGHBORHOOD HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER

ACCREDITED BY NAEYC & NATIONAL AFTERSCHOOL ASSOCIATION

RECOGNIZED BY BOARD OF IMMIGRATION APPEALS

 UNITED WAY MEMBER