

A WIDER CIRCLE

Current Job Opportunities

Grant Writer

Salary range: \$60-65K

Job Summary

A Wider Circle is seeking a dedicated grant writer to support organizational fundraising efforts. The grant writer will write coherent, organized, and compelling proposals and related documents, including but not limited to Letters of Interest and applications. They will apply their knowledge of fundraising methods and plans to reach income goals and collaborate with team members in the organization to assist with other fundraising projects and develop relationships with key stakeholders. This position reports to the Director of Grants & Contracts.

The successful applicant will demonstrate strong writing skills, proficient knowledge of fundraising methods, and a commitment to A Wider Circle's mission of ending poverty. Preferred applicants are deadline-driven team players with excellent communication and organizational skills.

Grant Writer Responsibilities:

- Conducting research to identify and assess grant funding opportunities
- Writing, submitting, and managing grant proposals to an array of funders, including but not limited to foundations, corporations, and government agencies
- Furnishing prospective funders with supporting documents and reporting requirements to ensure compliance
- Maintaining proficient knowledge of the organization's history and programs and helping to ensure consistency and accuracy in organizational communications and proposals
- Assisting the Director of Grants & Contracts with all aspects of grant management and administration, including tracking progress toward revenue goals
- Attending fundraising and networking events as needed

Grant Writer Requirements:

- 2+ years of nonprofit grant writing or other fundraising experience preferred
- Bachelor's degree or above
- Proficiency with MS Office and Google Workspace

- Excellent communication skills, verbal and written

Additional Requirements: As part of your application, please submit a writing sample that demonstrates your ability to create engaging content for grant specific projects and/or submissions. The writing sample should be between 500-1,000 words and can be an article, blog post, or social media content that you have previously written. If you prefer, you may create a new piece on a topic relevant to our industry.

Please attach the writing sample as a PDF or Word document when submitting your application. Ensure that any proprietary or sensitive information is removed. Your writing sample will be used solely to assess your fit for this role and will be kept confidential.

Additional eligibility requirements:

Work authorization/security clearance requirements

- Must be authorized to work in the United States

Guiding Principles

- Value the people we work with as well as guests, volunteers, and all others who support our work.
- Seek to maintain a harmonious environment that lends itself to the safety, comfort, and personal growth of all who enter and work in our space.
- Celebrate diversity of thought, ideas, and expression.
- Meet people and organizations where they are, with what they want and need.
- Build relationships through rapport, trust, and communication.
- Recognize that all who enter this space have their pathway and story.
- Listen attentively, seek to understand, and assume positive intent.
- Practice compassion in all our interactions to ensure this is a safe and comfortable space for all.

Other duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Travel required

Local travel

Affirmative Action/EEO Statement

A Wider Circle is deeply committed to fostering a diverse and inclusive team. We ensure that all qualified applicants are considered regardless of race, color, gender (including gender identity or expression), religion, national origin, sexual orientation, disability, age, veteran status, or other non-merit factors. We are proud to be an equal opportunity employer.

Please apply at: <https://awidercircle.isolvedhire.com/jobs/1277405>