



Alliance for Children's Rights Grant Writer

POSITION SUMMARY:

Under the supervision of the Grants Manager and working closely with the Chief Development Officer the Grant Writer is responsible for contributing to the organizations efforts to raise approximately \$3 million (of an approximately \$6.3 million annual organizational budget) from private foundations and corporations. The ideal candidate is a strong and compelling writer who possesses excellent organizational skills and is meticulous with details, follow up and juggling multiple deadlines and priorities. The position will interact with program staff to shape and articulate the work of the Alliance into successful grants. The Grant Writer researches prospects, develops proposals and progress reports, prepares correspondence, keeps accurate records and tracks deadlines.

ABOUT THE ALLIANCE:

The Alliance for Children's Rights protects the rights of impoverished, abused and neglected children and youth. Our lawyers, advocates and social workers, together with hundreds of pro bono attorneys and community volunteers, ensure that children who are at-risk or in foster care have safe, stable homes and can access the education, healthcare, and financial supports that they need. We also help transition-age youth overcome barriers to their stability and success, and we work statewide to improve child welfare practices and policies in order to remove the many obstacles that our clients face. Since 1992, we have helped over 150,000 children.

Charity Navigator has awarded the Alliance its highest 4-star rating for the past eight years in a row. This puts the Alliance in the top 2% of charities in the U.S. rated by Charity Navigator. The 4-star rating reflects the Alliance's sound fiscal management and commitment to accountability and transparency.

The Alliance is well known in the child welfare community for its knowledge, expertise, and accomplishments. Alliance staff members and our partnering pro bono attorneys are advocates for our most vulnerable children and their caregivers. Being the voice of young people who often have no voice, and otherwise could be forgotten, is incredibly rewarding.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Draft grant proposals, letters of inquiry, and memorandum of understanding averaging 2 per week
- Support funder stewardship to cultivate relationships, including drafting compelling stories and updates
- Research funding opportunities and develop new relationships
- Partner and strategize with senior management and staff to develop proposals
- Ensure appropriate acknowledgement of all grant awards
- Manage precise records, including grant calendar and all paper and electronic files
- Keep all grant attachments updated and easily accessible
- Support development team during periods of high volume
- Other duties as assigned

QUALIFICATIONS:

Excellent communication skills, both written and verbal are required. 1-3 years of success as a grants writer or journalist preferred. Bachelor's degree required. Must be a top-notch writer who is detail-oriented, has good organizational and computer skills, is a team player with an ability to communicate effectively. Strong project management skills. Demonstrated capacity to frame complex situations and present options. Enjoy working independently and as part of a team. Proficiency with Microsoft Office Suite required (Word, Excel, Outlook) required. Knowledge of and skilled in working with a relational database.

The Alliance for Children's Rights believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, color, religion, sex, gender, national origin, ancestry, age, disability, or marital status.

The above statements are of a general nature and are intended to describe level of work being performed by people assigned to comparable positions. It is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

The Alliance for Children's Rights offers a competitive salary and a generous benefits package. For more information about the Alliance visit kids-alliance.org.

TO APPLY: Submit a resume, along with a cover letter to: S.Pruitt@kids-alliance.org