



## **Grant Writer (Temporary/Part Time)**

Position: Part Time (hourly)

Compensation: \$75-\$95/hour, commensurate with experience

Reports To: Development Manager

Start Date: May 2019 / ASAP

Work Location: Location flexible

### **ORGANIZATION**

The National Domestic Workers Alliance ([www.domesticworkers.org](http://www.domesticworkers.org)) is the nation's leading voice for dignity and fairness for the millions of domestic workers in the United States. Founded in 2007, NDWA works for the respect, recognition, and inclusion in labor protections for domestic workers, a majority of whom are immigrants and women of color. NDWA is powered by over 60 affiliate organizations and local chapters and by a growing membership base of nannies, house cleaners and care workers in over 20 states.

### **POSITION SUMMARY**

Reporting to the NYC-based Development Manager, the Grant Writer is responsible for drafting reports and proposals to sustain and increase support from a subset of about 60 existing institutional funders, supporting the solicitation of new funders, and writing other institutional funder-focused content as needed. Specifically, the Grant Writer will:

- Develop content to support program priorities and meet 2019 budgetary goals, which will include writing grant reports and proposals, as well as occasional case statements, concept notes, and other organizational and program overviews;
- Collaborate with the Development manager, Development team, program leads, and other NDWA staff to gather the necessary information for funding proposals and reports;
- Ensure that new and renewed proposals, reports, and other materials are submitted in a timely manner;

- As needed, consult on and contribute to the development of organizational or project financial statements and budgets;
- Help to maintain a log of grant proposals and reports, by submitting final copies of all foundation correspondence with the Development Manager;
- Be available for short standing “check in” conversations to exchange information and consult on developments, upcoming proposals, and reports;
- Maintain regular email and phone access to ensure adequate communications at reasonable hours throughout the week.

**This is a temporary part-time position (approximately 40 hours per month through December 31, with possibility of extension depending on need).**

**JOB REQUIREMENTS:**

- 3-5 years of professional experience, with at least 1-2 years of grant-writing for a non-profit organization;
- Superb writing skills;
- Familiarity with standard methods of foundation solicitation and cultivation, understanding of program design and evaluation, and ability to hone in on and clearly communicate impact
- Ability to adapt a core set of information to fit a variety of proposal/reporting requirements
- Keen attention to detail, including strong editing skills and familiarity with AP Style;
- Proficiency in Microsoft Office required and Google Suite preferred;
- Proven ability to learn quickly, work independently, meet multiple deadlines, and perform under pressure;
- Ability to work and collaborate with diverse staff in person and remotely;
- Familiarity with the domestic worker sector and issues facing domestic workers and other low-wage workers a plus
- Agreement and alignment with NDWA’s vision and values; commitment to economic, race and gender justice essential

Women, people of color, people with disabilities, and LGBTQ people are strongly encouraged to apply. Applications will only be accepted electronically. To apply, submit your resume, cover letter, and a two-page writing sample. Please include a daytime phone number where we can contact you. This position will remain open until filled.