



## **Grant Writer**

**Reports to:** Director of Development

**Status:** Part-Time

### **Overview**

Youth Enrichment Services (YES) is a successful non-profit organization that provides sports-based youth development, leadership, and enrichment programs to Boston youth, ages 7 to 18. YES offers a year-round continuum of outdoor sports programs that promote physical activity and guide youth toward positive development, leadership training, community service, career programming, and college planning.

This position is part-time and estimated at 20 hours per month. This is a telecommuting position with a flexible schedule. Candidates must live in Massachusetts.

### **Scope of Work & Responsibilities**

YES's 2016-2020 Strategic Plan established specific goals and objectives to increase fundraising and diversify funding streams. Paramount to this goal is for YES to raise a minimum of \$300,000 through foundations and corporations annually.

YES is seeking a part-time Grant Writer to join the development team. This position is responsible for a full range of activities related to preparing, submitting, and managing grant proposals to foundation and corporate funders. Specific activities include:

- Conduct grants prospect research relevant to the organization's funding needs.
- Develop and write program-specific and general operating grant proposals. Compile and package proposal materials for submission to funders. Develop boilerplate documents as appropriate.
- Interface with program staff on grant proposals as appropriate.
- Manage grants schedule and ensure timely submission of proposals and reports.
- Actively learn and stay up-to-date about YES's strategic direction and activities to ensure proposals reflect the organization's most current data, outcomes, and goals.
- Monitor city, state, and federal grant RFPs for potential funding opportunities.
- Document proposal action steps and ticklers into Raisers Edge.
- Generate monthly funding reports through Raisers Edge for the Director of Development, Board of Directors, and other constituencies as needed.
- Support donor site visits and participate in internal task force committees as appropriate.
- Assist with other development-related projects as requested.

### **Requirements & Competencies**

- Qualifications



- At least five (5) years of experience writing successful foundation and corporate grant proposals. Experience with youth development proposals preferred.
  - Bachelors Degree in English, Communications, or other relevant major.
  - Ability to write persuasive, clear, and articulate proposals.
  - Strong editing and critical thinking skills.
  - Ability to accept constructive feedback.
  - Knowledge of Greater Boston philanthropic funders.
  - Proficient knowledge of Raisers Edge strongly preferred.
  - Skilled in using Microsoft Word and Excel.
  - Ability to travel into Boston to the YES office a minimum of once per quarter.
- Must be able to:
    - Self-motivate to work independently and prioritize workload.
    - Manage competing demands and possess a high level of organizational skills.
    - Respectfully and effectively work with diverse personalities and individuals.

Deadline to apply is Tuesday, June 30. If interested, email [jburch@yeskids.org](mailto:jburch@yeskids.org). Attach your cover letter and resume to the email as a single Microsoft Word or PDF document saved as “Last Name, First Name”. Position begins July 31, 2015.