**Fundraising Writer (Part-time)**

In-person for training (1 -2 weeks) and eventually remote opportunity with office visits as needed.

The Fundraising Writer will report to the Director of Development and will primarily be responsible for grant writing and content writing and editing. The ideal candidate would have grant writing experience in the human services area and an eye for detail. Because this position will primarily be part-time and remote, we are looking for a self-starter with excellent communication skills.

**Grant Writing & Management (75% of time)**

* Update the Grant template as needed with program data and updates
* Use the grant template to tailor the grants to specific proposals
* Package grant submissions including financials and other requested documents
* Assist with prospecting new funders, including reaching out to foundations for meetings
* Monitor and track submitted, pending and ongoing proposals

**Content Marketing (20% of time)**

* Assist with brainstorming and content drafts including newsletter content and annual appeal
* Proofread marketing/web materials

**Meetings (5% of time)**

* Participate in funder meetings as necessary
* Participate in weekly Development team meeting
* Set meetings with program staff as needed for data and proposal questions

**Grant Writer Requirements and Qualifications**

* Bachelor’s degree required
* Exceptional research and writing skills
* Prior experience in grant or proposal writing in the human services area
* Bilingual a plus
* Computer proficiency
* Detail-oriented

Please submit a resume, cover letter, and 2 writing samples to nway@onwardhouse.org.

**Employment Type**

Part-time