



Grant Writer

Big Brothers Big Sisters (BBBS) of the Greater Twin Cities is seeking qualified candidates for the position of Grant Writer. This is a regular part-time position, 20 hours per week. The position offers competitive pay and pro-rated benefits including medical and dental insurance, 12 paid holidays, paid time off and a 403(b) retirement savings plan.

Primary Responsibilities:

The Grant Writer is responsible for developing funding proposals and reports for submission to corporations, foundations and government sources through grants and sponsorships. The incumbent will be responsible for a specific portfolio of funders/donors. The incumbent will:

- Match grant-making prospects' interests and goals with organization's goals, in collaboration with Director of Corporate & Foundation Relations
- Prepare and submit grant proposals and funding reports to new and existing donors, resulting in new and ongoing institutional support for the organization: write grant proposals, letters of intent, reports and other materials as needed
- Manage grant reporting requirements for selected funders; manage foundation and corporate deadlines throughout the year; provide updates on existing corporate and foundation supporters to Development Administrative Assistant when appropriate; manage attachments and proof proposals as needed
- Support the organization's comprehensive fund development efforts and fundraising events and programs: provide prompt, friendly customer service to all donors; work with Development staff and others to achieve overall fundraising goals; provide appropriate follow up to new donors to maximize stewardship; assist with special events and other functions as needed

Experience and Qualifications:

Qualified candidates will have a bachelor's degree in a related field with a minimum of three years experience in related positions, preferably in a nonprofit fund development role. Knowledge of the Twin Cities' philanthropic community, nonprofit community and nonprofit sector is a plus.

Knowledge, Skills and Abilities:

- Significant experience with proposal writing and institutional donors
- Ability to listen and develop information into grant proposals/reports and transfer ideas into coherently written text
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals; must also have strong editing skills
- Knowledge of basic fundraising techniques and strategies
- Knowledge of and familiarity with research techniques used for fundraising prospect research
- Experience and demonstrated ability in working independently and in exercising good judgment
- Ability to maintain confidentiality of information

- Knowledge of and ability to use Microsoft Office programs
- Experience and demonstrated ability to work effectively in a fast-paced environment

To Apply:

Send resume, cover letter, two samples of grant proposals and a sample cover letter to a funder to:

Barbara Alfrey, Director of Human Resources & Volunteer Services

careers@bigstwincities.org.