

Job Announcement – February 1, 2018

Position Title: Grant Writer
Reports To: Senior Foundation Relations Officer
Supervises: N/A
Location of Job: Chicago, Illinois

The Sargent Shriver National Center on Poverty Law (Shriver Center) is seeking a full-time Grant Writer to help the Shriver Center build its capacity to engage, solicit, and steward foundations to help meet the organization's growing fundraising needs. As part of the Development team, the Grant Writer will research potential funders; write letters of inquiry, proposals, reports, and other materials; and engage in foundation cultivation, stewardship, and grants administration. The Shriver Center raises roughly \$4.5 million annually from grants, including several from large national foundations. To be effective in this position, the Grant Writer will need to develop a deep and broad understanding of the Shriver Center's advocacy and training programs and be able to succinctly and effectively communicate the impact and value of the work on advancing justice and opportunity for people in poverty.

Organizational Description: The Sargent Shriver National Center on Poverty Law provides national leadership in advancing laws and policies that secure justice to improve the lives and opportunities of people living in poverty. We put race front and center in our work. We recognize that inclusion of diverse voices, perspectives, and experiences is essential to understanding and addressing complex issues in our advocacy and within our organization. To that end, we focus on issues that deeply affect the lives and social mobility of people living in poverty: economic justice, housing justice, health care justice, and community justice. We lead, equip, and mobilize multi-state networks to advance an anti-poverty and racial justice agenda. Through training and leadership development programs designed to foster innovation and collaboration, we strengthen core competencies of advocates across the country.

Responsibilities:

- Writes and edits letters of inquiry, proposals, reports, and other grant-related documents;
- Tracks and ensures that all foundation deadlines are met;
- Conducts ongoing research to identify new foundation prospects for the Shriver Center's work;
- Prepares information for Shriver Center staff and board about key prospects;
- Helps plan and initiate efforts to regularly update foundations about Shriver Center accomplishments and activities;
- Maintains accurate contact information for foundation prospects and supporters;
- Assists with developing and implementing ongoing foundation fundraising strategies;
- Assists with grants management and administration duties;
- Helps with foundation cultivation and stewardship by participating in meetings, phone calls, and emails with program officers;
- Provides support for development events and other development activities as needed; and
- Performs other duties as assigned.

Qualifications:

- Strong writing and editing skills essential;
- Bachelor's degree preferred;
- 2+ years of grant writing experience (or similar writing experience) preferred;



- Excellent interpersonal, analytical, research and communication skills;
- Ability to think strategically, set priorities and organize concurrent projects, as well as manage time effectively, exercise independent judgment, and assume responsibility for reliable follow through;
- Ability to maintain confidentiality regarding sensitive donor information;
- Ability to work independently with minimal supervision at times, as well as be part of team;
- Experience with fundraising databases preferred, including running reports and maintaining accurate data;
- Demonstrated commitment to social justice and ability to work across lines of differences, especially with racially and economically diverse communities; and
- Demonstrated commitment to the Shriver Center's mission, vision and values.

Salary/Benefits: This full-time exempt position offers a competitive annual salary and a comprehensive benefits package.

Opening/Closing Date: Open immediately; closed when filled.

Applications: Send cover letter, resume and 1-2 page writing sample to Brendan Short, Senior Foundation Relations Officer, at hr@povertylaw.org. Please send materials as a single and searchable PDF attachment.

Visit www.povertylaw.org for more information about the Shriver Center.

