

JOB DESCRIPTION



Position: Senior Grant Writer

Reports to:

FLSA: Exempt

Location: Woodside, NY

ABOUT US

Sports & Arts in Schools Foundation (SASF) is New York's leading provider of after-school programs. Our mission is to help bridge the learning gap among under-achieving students and in low income neighborhoods through wholesome, skill-building activities designed to improve children's academic performance, health and wellness, attitude towards school, self-confidence, character and values, and opportunity for lifelong employment.

Summary:

A leading NYC non-profit seeks a highly skilled, experienced, accomplished Senior Grant Writer with a track record of writing large local, state, and federal public grants. The primary responsibility will be to write successful grant proposals for public funding such as: the NYC Department of Youth and Community Development (*DYCD*), NYS Office of Children and Family Services (*OCFS*), and the State Education Department (*SED*). This person ensures timely submission of proposals and reports; ensure that grants are responsive to RFP/RFA requirements and regulations relating to government grants and contracts. These government grants fund a broad range of high quality school-based educational activities including sports, arts and academic enrichment that are not typically available to youth in NYC's low income neighborhoods. We believe that every child has a gift and with SASF's help she/he can discover their talents and abilities. Our programs provide access to opportunities that create a pathway from elementary school to post-secondary education. The individual hired will be knowledgeable about the world of school reform and will be able to think and write clearly about the role SASF provides in reducing barriers that inhibit the success of youngsters in disadvantaged communities. This Senior Grant Writer should be competent in research skills and must be a superior writer of evidence-based and statistically rich proposals. This position offers an exciting opportunity for a mission driven individual to work with an extraordinary team delivering programs that address inequalities and change lives.

A secondary focus will be to write high quality proposals to secure private funding from foundations, the corporate sector and individuals. The work schedule will allow a balance between writing proposals for both public and private sources. The Senior Grant Writer will work in a fast-paced environment, and may work on several projects at once under tight deadlines. The availability of public funding fluctuates so the Senior Grant Writer must develop a diversified network of funding organizations.

Major Responsibilities:

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to primarily public funders
- Perform prospect research to evaluate prospects
- Comply with all grant reporting as required by foundation/corporate donors
- Understanding of institutional history and programs
- Maintain current records in database and in paper files, including grant tracking and reporting
- Attend bidder's conferences and technical assistance workshops (*RFPs/RFAs*).
- Update and maintain monthly calendar of proposal deadlines and contract reporting requirements
- Familiarity with New York philanthropic government/foundation and corporate community

Knowledge and Skills:

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals
- Strong editing skills
- Attention to detail
- Ability to meet deadlines
- Experience with proposal writing and institutional donors
- Knowledge and familiarity with research techniques for fundraising prospects
- Strong contributor in team environments

Qualifications:

- Bachelor's degree required, Master's degree preferred
- Minimum of five years of writing experience with a proven record of accomplishment in securing institutional funding from public sources
- Extensive experience in writing and preparing technical project proposals for government funding agencies, including budgeting, analysis of government RFPs/RFAs and contract requirements
- Previous experience with non-profit fundraising
- Able to work well in a team environment, handle multiple assignments and meet deadlines

Cover letter required

To apply, please visit sasfny.org/careers

***Disclaimer:** The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.*

