
The Osborne Association



Notice of Job Opening

Senior Grant Writer
(Full Time / Bronx)

The Osborne Association, Inc. is a nonprofit criminal justice organization with its main office in the Bronx. For over 80 years, Osborne has provided services to the accused, people currently or formerly incarcerated, and their children and families. The Osborne Association, Inc. and its subsidiary Osborne Treatment Services, Inc. operate programs and have offices in the Bronx, Brooklyn, Rikers Island, Poughkeepsie, and at several New York State correctional facilities.

The Osborne Association is looking for a Senior Grant Writer. The Senior Grant Writer is a key member of Osborne's institutional fundraising team, which is responsible for developing grant proposals to foundations, government agencies, corporate philanthropies, and other grant making organizations. Using writing and prospect research skills to raise funds for new and continuing programming, the Senior Grant Writer supports Osborne in improving the criminal justice system through its programs and advocacy.

Primary Senior Grant Writer duties:

- Write and edit grant proposals and reports in coordination with program, executive and fiscal staff
- Research trends in criminal justice, health and social services, and private philanthropy to identify prospective funding sources for Osborne programs
- Assist in generating financial information, including budgets and financial reports, in collaboration with program and grants management staff
- Assist with additional fundraising messaging in collaboration with communications and development staff

Position Requirements:

Education: A Bachelor's Degree in sociology, political science, criminology, English, communications or a related field. Master's Degree preferred, or the equivalent combination of skills, education, and experience.

Experience: Nonprofit work or volunteer experience is required, with a preference with those who are passionate about social services and criminal justice reform. Previous grant writing experience is strongly preferred but not required. Salary will be commensurate with experience.

Salary & Benefits: We offer a competitive salary and an excellent benefits package, including 4 weeks vacation.

The Osborne Association is an EEO/Affirmative Action employer and a VEVRAA Federal Contractor. All qualified applicants will receive consideration for employment and will not be

discriminated against on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, protected veteran status, unemployment status or any other protected category. The Osborne Association takes affirmative action in support of its policy to advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities.

Persons interested in applying should visit our Careers page at www.osborneny.org.

**The Osborne Association, Inc.
809 Westchester Avenue
Bronx, New York 10455**