



### **Grant Writer, Part-time**

Bridges to Academic Success (Bridges) is a program that provides educational services and advocates for newcomer students who enter US schools with limited academic skills, including low levels of literacy in their home languages. Bridges supports schools, teachers, and students by helping to accelerate language, literacy, and content area learning through special school programming, curricula, and professional development for educators.

We are seeking an experienced part-time Grant Writer to work on the Bridges team, a small group of coaches, professional developers, curriculum developers and researchers. We work to train teachers and administrators to support SIFE at the secondary level with implementing the Bridges ELA curriculum and instructional methods.

#### **Job Summary:**

The Grant Writer will identify prospective government, foundation and private funding opportunities. The person in this position will be responsible for spearheading the process of applying for grants including researching, developing and writing letters of inquiry; and preparing grant proposal applications and supporting documents.

The Grant Writer will also be responsible for identifying and building relationships with individual and corporate donors and grantors. The ideal person would have familiarity with NYC and possibly NYS-based organizations with a history of supporting Education initiatives.

#### **Required Qualifications:**

- 5+ years experience in grant writing and/or fundraising
- Proven track record in writing successful proposals and securing funding from foundations and corporations
- Excellent writing and proofreading skills
- Excellent time management skills with an attention to detail
- Ability to learn about our organization and frame our message
- Must have excellent interpersonal skills
- Proficiency in Microsoft Office and Google Suite

- Bachelor's degree or higher

**Preferred Qualifications:**

Social Media and/or PR experience

**Salary:**

\$30 - \$45 per hour depending on experience. Position requires 10 hours per week

**To Apply:**

Please send your resume/CV and a cover letter to [camille@bridges-sifeproject.com](mailto:camille@bridges-sifeproject.com).