



## **Job Description: 10-15 hour/wk Grant Writer**

**Yes She Can** is a Westchester County based nonprofit organization dedicated to helping young autistic individuals and those with related learning and social disabilities develop transferable job skills. Our unique and innovative program and curriculum are implemented in an authentic business setting. Yes She Can operates Girl AGain boutique where trainees learn and practice essential work skills through professional coaching and assessments.

**The Grant Writer** will play an integral part in raising funds to support the Yes She Can's mission and programming. The Grant Writer is focused on growing federal, state, foundation, and corporate grant funding and contributing to overall development goals. This role will include prospect research; project management for grant applications; writing, preparing, and submitting Letters of Interest (LOIs) and grant applications; tracking and coordinating grant reporting on grant deliverables; tracking all documents and program information required by funders; and database entries; summary of awarded applications & project management of award signature process; and ongoing funder communications in collaboration with the Executive Director.

### **Position Description**

- Collaborate with the Executive Director to research, identify, and prioritize potential funding opportunities
- Research and collect data and study findings to support grant proposals – Draft and edit high-quality, compelling letters of inquiry and grant proposals
- Ensure compliance with all funder guidelines in grant submission and reporting
- Develop and foster relationships with public and private grant makers
- Contribute to strategy and planning meetings
- Other duties as assigned

### **Requirements**

- 1-2 years of non-profit grant writing with federal and state grant writing experience
- Excellent written communication skills; ability to write clear, structured, articulate, and persuasive proposals
- Experience and comfort with prospecting management, grant-tracking platforms, and data management system
- Desire and passion for working with a mission-driven organization related autistic individuals and their families
- Manage multiple projects and meet deadlines

**To apply** please send resume and cover letter to [Robin@yesshecaninc.org](mailto:Robin@yesshecaninc.org) with "Grant Writer" in the subject line.

**Salary Range:** \$25-\$35/hour depending on experience

Yes She Can provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.