



## **Leadership, Education and Athletics in Partnership (LEAP)**

### **JOB DESCRIPTION: GRANT WRITER**

#### **Description of the Organization:**

For almost 30 years, LEAP has worked with children, teenagers, and young adults in New Haven, Connecticut in some of the lowest income urban neighborhoods in America. As the largest youth agency in our city, we provide free academic supports, social enrichment, and leadership development, but we do so in a unique way. We give older students (ages 16-24) the training, education, and resources they need to work as counselors to our younger students (ages 7-15). In doing so, we go beyond impacting individual lives through education and employment. We build a community with power and purpose.

#### **General Purpose:**

LEAP is looking for a committed, creative, highly organized individual who is excited to join a mission-driven, hard-working development and communications team. The Grant Writer is responsible for writing grants that involve doing research, gathering data from our programs, and crafting appropriate narratives. The Grant Writer will also be in charge of tracking and managing current grants, finding new sources of grant funding, tracking and managing program data, and writing other communication material such as reports and newsletters. The Grant Writer will play a key role in LEAP's development and communications office as we strengthen and expand our efforts to support our \$5.7 million annual budget through improved cultivation, solicitation, and stewardship of individuals, corporations, foundations, and government entities. The ideal candidate will have very strong writing skills, an exceptional eye for detail, an analytical mind, and excellent organizational capacity as well as a strong commitment to LEAP's mission and addressing racial and socioeconomic inequities.

#### **Distinguishing characteristics, features, requirements:**

This is a full-time, 40 hour per week position. The Grant Writer interacts with various stakeholders, serving as LEAP's voice, and therefore requires the ability to effectively interact and communicate with a wide range of outside entities and internal staff through a variety of media. A candidate who has experience in only some of the essential duties but also has a strong interest in learning new skills may still be considered.

#### **Supervision:**

The Grant Writer will report to the Director of Development and Communications.

#### **Important and essential duties:**

- Write new grants to foundations, corporations, and government agencies
- Prepare grant reports to foundations, corporations and government agencies
- Research new grants
- Measure and keep track of program data and evaluations
- Compose a wide variety of correspondence to individuals, corporations and foundations
- Create and prepare public relations materials such as annual reports, newsletters, press releases and briefing materials for special projects

- Assist other development staff as needed to organize special events and assist in day to day tasks

#### **Job-related knowledge and abilities**

- Ability to produce clearly written, well researched, and effectively completed grant proposals and reports on a wide variety of topics related to LEAP's work
- Ability to write efficiently and under tight deadlines
- Ability to manage multiple complex projects simultaneously
- Ability to keep careful track of grant proposal deadlines and all records relating to grants and fundraising opportunities
- Ability to interface with diverse constituencies, including funders, local community members, and people at all levels of the organization
- Ability to function and thrive in a highly collaborative environment
- Ability to research a wide variety of topics relevant to specific grant proposals and prospects for potential corporate and foundation grants
- Ability to manage time effectively and independently
- Has strong human relations and organizational skills
- Has a strong knowledge of computer software applications including Microsoft Word and Excel
- Demonstrates tact and discretion in preparing, disclosing, and handling information
- Establishes work priorities and remains flexible
- Efficiently responds in an emotionally mature and effective manner to a variety of demands and projects
- Establishes and maintains good working relationships with all levels of the organization and the public
- Works independently and makes sound decisions

#### **Education and Training:**

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities would be qualifying. A bachelor's degree or higher from an accredited institution with a focus on writing and analysis is preferred, but not required.

#### **Compensation and Benefits:**

Starting salary is commensurate with experience and other qualifications in the range of \$42K - \$55K. Excellent benefits provided including health insurance, life insurance, and generous vacation and holiday leave.

**To Apply:** If you are interested in this position, please send a letter of interest, your resume, and a writing sample to this link: [Click Here](#)

#### **Note:**

This position is currently based out of the LEAP office in New Haven, CT.

Additional information about the organization is available via [www.leapforkids.org](http://www.leapforkids.org).

*~LEAP is an equal opportunity and affirmative action employer.~*