



Grant Writer

Canal Alliance seeks an experienced individual to conceptualize, prepare and submit compelling grant proposals and reports to foundation, corporate and government funders. The Grant Writer is a member of a 13-person Development team, which is responsible for raising \$6.5M+ annually from philanthropic sources and preparing applications for \$4.5M in government contracts each year. This is a full-time exempt position that reports to the Director of Institutional Giving, and functions as part of a three-person Institutional Giving Team. The Grant Writer will work closely with agency leadership, program directors, and external partners, including those from the city and county agencies, to provide expert-level technical writing and editing services for grants. The successful candidate will effectively collaborate with team members, staff from other partner organizations, and representatives from various funding institutions to submit accurate and complete proposals and reports in a timely manner, and proactively source opportunities for additional funding. This is a hybrid position, with the expectation that you work from the office two days a week.

Key Responsibilities

Proposal and Report Writing – 70%

- ☐ Provide primary project management and writing and editing support for the development and timely submission of compelling and accurate grant applications and reports to fund Canal Alliance operations, programs and capital/capacity needs.
- ☐ Collaborate with program directors and senior managers, and with external partners on collaborative grant applications, leading proposal development to meet timelines and ensuring that all essential elements are included in the applications.
- ☐ Support program directors to review funding opportunities by helping to interpret funder priorities, and supporting program directors to prepare compelling applications that align with funder goals.
- ☐ Assist program teams to gather relevant program information and data for use in narratives and attachments.

Prospect Research – 15%

- ☐ Conduct institutional funding research to identify new funding opportunities; work closely with various departments across the agency to identify grant and contract funding opportunities that align with the strategic directions of Canal Alliance.
- ☐ Proactively share suitable grant opportunities related to our agency's expertise and goals with relevant program staff for their review.

Other – 15%

- ☐ Support the Chief Development Officer and Director of Institutional Giving to monitor the annual fundraising plan for foundation, corporate and government revenue.
- ☐ Assist with researching, writing and preparing strategic and development communications including letters to individual funders, case statements, and appeal and campaign materials, etc.
- ☐ Track deadlines, requirements, and maintaining data about funding opportunities deliverables and tasks in Salesforce
- ☐ Build a library/repository of program content using the AI tool, Grantable.
- ☐ Maintain active and positive communication and relationships with Canal Alliance program directors and staff.
- ☐ Develop and maintain active and positive communication with foundation grant officers for assigned portfolio of funders.
- ☐ Perform other duties as assigned.

Qualifications:

- Bachelor's or an advanced degree in government, sociology or related fields of studies strongly preferred. A graduate degree is preferred.
- Minimum of 4 years of grant writing experience in a professional setting with knowledge of federal grant guidelines and grant budgets preferred.
- Proven ability to write and submit successful grant applications, particularly large collaborative, and transdisciplinary grants.

Compensation

This is a full-time, non-exempt position with benefits. We offer a competitive salary (\$82k-\$86k for a 4DWW) with a benefits package that includes:

- 3 weeks paid vacation per year
- 12 days of sick leave per year
- Four-day work week, 9-5, Monday through Thursday.
- Paid Birthday each year
- 14 paid holidays per year
- 100% paid employee medical & dental insurance, life insurance, LTD, and EAP.
- 403(b)-retirement plan with employer match of up to 4% after 3 months of employment.
- Voluntary benefits include FSA, vision, life, and pet insurance, as well as coverage for dependents.
- Telehealth for physical and mental health

Canal Alliance is an equal opportunity employer that hires and promotes staff, recruits volunteers and provides services to individuals without regard to race, creed, ethnicity, gender, sexual orientation, marital status, national origin, age or physical ability.

Application Process: Please apply through this link
<https://recruiting.paylocity.com/Recruiting/Jobs/Details/2534834>