Leadership, Education and Athletics in Partnership (LEAP)

**JOB DESCRIPTION: GRANT WRITER**

**Description of the Organization:**
For over 27 years, LEAP has worked with children, teenagers, and young adults in New Haven, Connecticut in some of the poorest inner city neighborhoods in America. As the largest youth agency in our city, we provide 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 and Leaders-in-Training 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 Job Description:**
We are looking for a committed, highly organized individual who is excited to join a hard-working mission-driven Development team. As Grant Writer, you will participate in the strategic planning and implementation of a development program to help support LEAP’s $2.5 million annual budget. The development office is engaging in a focused expansion to strengthen and grow LEAP’s fundraising including cultivation, solicitation and stewardship of individuals, corporations, foundations and government agencies. As Grant Writer, you will be responsible for writing grants that involve doing research, gathering data from our programs, and crafting appropriate narratives. You will also be in charge of tracking and managing current grants, finding new sources of grant funding, and writing other communication material such as reports and newsletters.

**Distinguishing characteristics, features and requirements:**
This is a full-time, 40 hour per week position. The position is a highly visible position requiring effective interaction and communication with a wide range of internal staff and outside entities.

The Grant Writer must be an excellent writer and be detail oriented. The Grant Writer must be able to keep track of several simultaneous projects, meet tight deadlines, and do research using a variety of sources within and outside the organization.

**Supervision:**
Receives general direction, coaching, and performance evaluation from the Director of Development.

**Important and essential duties:**
- Write new grants to foundations, corporations, and government agencies
- Prepare grant reports to foundations, corporations and government agencies
- 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 administrative 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
- Experience with computer software applications including Microsoft Word and Excel. Proficiency in Raiser’s Edge and Publisher or other design programs a plus.
- Demonstrate tact and discretion in preparing, disclosing and handling information
- Establish work priorities and remain flexible
- Efficiently respond in an emotionally mature and effective manner to a variety of demands and projects
- Establish and maintain good working relationships with all levels of the organization and the public
- Communicate clearly and distinctly with visitors, telephone callers and via email
- Work independently and make 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.

**Education:**
Bachelor’s degree or higher from an accredited institution.

**Salary:**
Salary commensurate to experience and other qualifications.

**To Apply:**
If you are interested in this position please send a letter of interest, your resume and a writing sample to jobs@leapforkids.org. If you have questions, you may email your questions to the same email address.

Additional information about the organization is available via www.leapforkids.org.

~LEAP is an equal opportunity and affirmative action employer~