

Join the team of twice nominated for the Nobel Peace Prize nonprofit organization, Wings of Hope to help save and change lives around the world. Wings of Hope seeks a Grant Writer to join their team of Development professionals.

Full Job Description

The Corporate and Foundation Grant Writer is responsible for grant management at Wings of Hope. The successful candidate will serve as the organization's grant manager with responsibility to lead grant prospect research, relationship cultivation, production coordination, writing, delivery, and follow-up for all grants. This position also maintains the grant database and formulates an annual timeline for submissions and reporting. Additionally, this position will also coordinate a corporate partnership program in collaboration with the Director of Development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

- Establish and maintain relationships with current and prospective funders alongside Director of Development.
- Write and prepare funding proposals, letters of intent, grant reports, and correspondence in accordance with the funder's giving policies, guidelines, and criteria.
- Prospect research of corporations and public and private foundations to identify potential new grant funding opportunities.
- Partner with President and CEO, Director of Development, Programs Team members and other appropriate staff to generate successful proposals, letters of intent, and reports, gaining feedback and clearance for final submissions.
- Arrange site visits/tours for funder representatives.
- Ensure appropriate corporate and foundation funder acknowledgment and recognition including recognition in annual publications.
- Work with the Director of Development in collective corporate and foundation relations efforts including the corporate partnership program.
- Work with the Development and Administration Teams on related activities and events as appropriate.

EDUCATION AND EXPERIENCE:

- Bachelor's degree
- Three to five years' experience in nonprofit fund development
- Grant writing experience with proven track record of grant success
- Detail oriented with excellent time management skills

KNOWLEDGE, SKILLS, AND ABILITIES:

- Exceptional written, oral, and interpersonal communication skills
- Appreciation and acceptance of diverse cultures and beliefs
- Excellent organizational skills and attention to detail
- Ability to effectively manage multiple and concurrent projects
- Ability to work with a wide variety of volunteers
- Proficiency with Microsoft Office, databases, and social media technologies
- A passion for humanitarian work and the Wings of Hope mission

COMPENSATION:

The Corporate and Foundation Grant Writer position is a full-time (40-hours/week), salaried position reporting directly to the Director of Development. Salary range is \$45,000 - \$50,000 annually.

Benefits Offered:

- Comprehensive medical, dental, vision insurance
- Life insurance
- 403(b) plan
- Paid time off & Paid holidays
- Professional development

TO APPLY:

Please send cover letter and resume via email to Angela Walleman, Director of Human Resources at angela.walleman@wingsofhope.ngo. Please put "Grant Writer" in the subject line. Interviews to begin in November 2022.

Wings of Hope is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, sexual orientation, gender identity/expression, national origin, age, disability, marital status, veteran status or any other protected status. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.