



EMPOWERMENT THROUGH
CREATIVE EDUCATION

Job Title: Grant Writer

Reports to: Director of Development

Department: Development & Communications

Position Type: Contract

Location: Remote with the opportunity to work in person, one in-person Grant Team meeting per month, mandatory

Compensation: Please include hourly rate in cover letter, contract not to exceed \$30,000 annually

Contract Dates: October 2024 - June 30, 2025

Renewal Negotiation Period: April - May 2025

Position Overview:

As a Contract Grant Writer at Youth on Record (YOR), you will play a vital role in securing funding to support our mission of empowering underserved youth in Colorado. This position requires a skilled and experienced individual with a proven track record of successfully securing grants for nonprofit organizations. Working closely with our Director of Development, you will research funding opportunities, craft compelling grant proposals, manage the grant application and submission process, and ensure timely reporting.

Youth on Record has a long track record of applying for and securing grants from private and public sources. This role will be able to leverage existing grant language that covers the organization's overall mission and impact, as well as the impact of individual programs. YOR's current grant portfolio includes approximately 20-25 annual funding partners and several dozen identified prospects. A successful candidate will be able to effectively maintain and strengthen existing funder relationships and applications while securing new funding partnerships and identifying strong local and national prospects.

Qualifications, Knowledge, Skills, and Abilities

- Proven experience in grant writing for nonprofit organizations.
- Strong research skills to identify relevant funding opportunities aligned with our programs and initiatives.

- Exceptional writing abilities with the capacity to communicate our mission and goals effectively to potential funders.
- Detail-oriented approach with the ability to meet deadlines and adhere to grant guidelines.
- Proficiency in project management and the ability to coordinate tasks, timelines, and resources effectively.
- Strong organizational and time management skills.
- Excellent communication skills and the ability to collaborate with team members virtually.
- Demonstrated ability to take initiative, work independently, and effectively solve problems
- Commitment to diversity, equity, and inclusion in all aspects of grant writing
- Previous experience working with Google Docs, Dropbox, and Asana preferred.

Primary Responsibilities

Grant Writing and Management:

- Research and identify grant opportunities that align with Youth on Record's programs and initiatives.
- Develop clear and persuasive grant proposals, including project descriptions and supporting documentation.
- Customize proposals to meet the specific requirements of each funding opportunity and ensure a timely writing, review, and submission process.
- Work with Executive Director, Director of Development and Fractional Finance Director to build proposal budgets.

Communication and Collaboration:

- Collaborate with Director of Development and program managers and other staff to gather information and data needed for grant applications.
- Communicate effectively with potential funders and represent Youth on Record's mission and values in all interactions.

Documentation and Reporting:

- Maintain accurate records of grant applications, including submission deadlines, requirements, and outcomes, in Dropbox and Asana.
- Provide regular updates to the development team on grant activities and progress.
- Work with Director of Development, Director of Programs, and Program Managers to ensure outputs, outcomes, and goals included in proposals align with program teams' stated strategy and plans.
- Work with Director of Development and Fractional Finance Director to ensure timely and accurate tracking of financials.

To Apply: Please send your resume, cover letter, and previous work sample(s) as a single PDF document to careers@youthonrecord.org referencing “Grant Writer” in the subject line. Applications will be accepted through October 25, but reviewed on a rolling basis.