



****EMPLOYMENT OPPORTUNITY****
GRANT WRITER

New Jersey Citizen Action, a statewide grassroots organization that fights for social, racial and economic justice for all, is hiring a full-time Grant Writer to help meet organizational fundraising goals. Working under the direction of the Development Director, the Grant Writer will be responsible for funder prospecting, preparing Letters of Inquiry, writing grant applications and fundraising appeals, and helping to manage and prepare reports to current funders. As a part of NJCA's Development Department, the Grant Writer will also work with the Executive Director, Director of Development, Senior Management, and other staff as appropriate to meet the organization's individual donor fundraising goals. The Grant Writer will work primarily out of our Newark office.

Examples of work:

1. Works to implement NJCA's organizational fundraising plan, including corporate, foundation, and individual donor fundraising.
2. Responsible for identifying, researching, and helping to cultivate relationships with prospective funders, including foundations, corporations, and government agencies.
3. Writes and prepares grant proposals and renewals for submission to new and existing funders.
4. Works with other staff to write and/or help prepare reports to existing funders.
5. Maintains and monitors a fundraising calendar, complete with information on grant application submission and reporting deadlines, and works with Director of Development to ensure timely submission of all grant-related information, applications, and reports.
6. Cultivates relationships with prospective funders and donors, following up as needed.
7. Attends networking meetings, grant orientations and/or trainings, and other events regarding funding prospects and potential grant opportunities.
8. Works with Director of Development and support staff to coordinate organizational fundraising events and projects, including House Parties, Annual Awards Dinner, and organizational Ad Journal.
9. Writes fundraising appeals for online and direct mail solicitations.
10. Assists with other fundraising and/or development projects as requested.
11. Makes follow-up calls for turnout and/or solicitation follow-up to donors and/or partner organizations.
12. Implements and adheres to NJCA personnel policies and procedures.
13. Works with other NJCA staff and participates in NJCA organizational events.
14. Performs other duties as assigned.

Knowledge and abilities:

1. Committed to organization's mission.
2. Excellent oral and written communication skills a MUST
3. Excellent research and data analysis skills
4. Excellent fundraising skills, including calls to solicit funding from prospective funders and individual donors.
5. Ability to be self-directed, develop and maintain priorities, and conduct multiple tasks in a given time frame
6. Ability to develop contacts and make use of existing contacts related to all aspects of fundraising

(continued...)



7. Exceptional time management and planning expertise
8. Excellent computer skills, including familiarity with Microsoft Office, word processing and database applications REQUIRED. Ability to use basic graphic design programs, such as Adobe Creative Suites, and/or Photoshop and In Design, a MAJOR PLUS for purposes of developing flyers, brochures, and other materials
9. Familiarity with online grant applications and digital/social media applications a major plus.

Required education and experience:

1. A Bachelor's Degree from an accredited college or university.
2. 2 or more years of experience with nonprofit fundraising, grant writing, and/or individual donor fundraising.
3. Ability to work some nights and/or weekend hours as needed to attend organizational events.

Compensation:

Competitive salary ranging from \$40,000 - \$45,000 with comprehensive health care, dental, vacation, and other benefits. Position based in our downtown Newark office.

Mail, email or fax cover letter, resume and writing sample to:

Leila Amirhamzeh, Director of Development

New Jersey Citizen Action

Fax: (973) 643-8100 Email: leila@njcitizenaction.org

Visit our web-site www.njcitizenaction.org

NJCA is an Equal Opportunity Employer – Women and people of color are encouraged to apply!