

Jewish Renaissance Foundation

Service Description

<u>Title:</u>	Grant Writer
<u>Status:</u>	Contracted, Hourly
<u>Schedule:</u>	Flexible
<u>Rate:</u>	\$30/hour – Project based, 1 Year

Who We Are:

Established in 1996, the Jewish Renaissance Foundation (JRF) is a nonprofit organization that currently serves more than 6,000 people in Middlesex County each year providing support services in the areas of Community Development and Training, Youth and Family Services, Employment Training, Education and Childcare, and Healthcare Services.

If you are seeking a position within an organization whose vision is to overcome poverty and hopelessness by providing individuals, children and families, with essential health, human services, community development and youth programs regardless of culture, faith, and economic status then consider a position with the Jewish Renaissance Foundation.

Service Summary:

The JRF is seeking to contract a dynamic, creative, and experienced Grant Writer/Developer. This individual will be responsible for all aspects of the grant development process, including writing proposals, submission of applications, assessment of potential funding opportunities, and any other administrative and operational requirements. This is a project-based opportunity, with payment contingent on hours allotted towards the fulfillment of the project, at a rate of \$30 per hour. Flexible schedule and an opportunity to work with Leadership team of the Jewish Renaissance Foundation.

Responsibilities:

- Able to research and identify new grant funding opportunities that align with our mission. Serves as lead grant writer for specific grant project submissions. Responsible for writing the majority of the grant submission including researching evidence to support it.
- Acts as spokesperson for the organization with the approval of the CEO and the Board of Directors.
- Excellent written communication skills for the purpose of writing grants.
- Works with CFO to submit budgets as appropriate.
- Adheres to the organization's mission.
- Maintains proficient knowledge of organization's history and programs.
- Assists with the execution of development department's strategy.
- Write, submit and manage grant proposals.
- Furnish prospective funders with supporting documents.
- Maintain records in hard copies and computer databases.
- Provide media (newspapers, cable TV, radio, web sites, etc.) of newsworthy events, advertising and press releases.
- Submit an annual report at the end of the year.
- Is able to utilize relationships with all staff members to explore new opportunities for the organization to apply.
- Composes, reviews, and/or distributes press releases and other public-facing communication regarding new grants received.
- Oversees and organizes fundraising activities and drafts and distributes materials to promote fundraising efforts.
- Attend board meetings whenever needed.
- Interprets RFPs and Funding Opportunity Announcements.
- Attends various bidders' conferences, pre-proposal, mandatory TA sessions and technical workshops.

- Reviews proposals/applications for completeness and compliance with program guidelines.
- Works closely with the Director to plan and implement a successful grant-funding program designed to support organizational needs and strategic goals.
- Maintains databases, tracks statistics, and assists with other funding-related projects.
- Participates in the development, implementation, and presentation of training workshops for staff involved in grants management and compliance with funder regulations.
- Timely submission of performance reports.
- Attend all related and mandatory agency-wide meetings.
- Special projects and other duties as assigned.

Qualifications:

- Bachelor's degree in grant writing, English, professional writing, communications, or related field.
- At least 3 years of experience as a grant writer in the public or non-profit sector.
- Proven track-record with securing federal, state, and/or foundation grants.
- Excellent communication skills, both verbal and written.
- Strong people skills.
- Excellent organizational skills.
- Excellent research skills.
- Professional and diplomatic demeanor.
- Creative, positive approach toward problem-solving, collaboration and teamwork.
- Succeeds in fast-paced, diverse environments.
- Takes initiative in anticipating and responding to change.
- Driven to meet deadlines.
- Spanish / English language fluency desirable.
- Ability to operate in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- Proficient knowledge of computer systems and applications such as Microsoft Office products, specifically Word, Excel, Access, and Outlook, as well as video-conferencing platforms like zoom.
- Ability to understand the needs of both the agency (grantee) and organization offering the funding (grantor).
- Being able to understand and execute complex instructions.
- Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, religious, ethnic and professional backgrounds.
- Adequate vision, sight, speech, and hearing to meet core duties of the position.
- Must be able to work under flexible project based schedule requirements with hard deadlines. This includes evenings and weekends and may require little notice regarding job needs.

**If you are interested in this position, please send your resume to: jobs@jrfnj.org
Attention: Wilnelya Bosques, Director of Human Resources**



**Jewish
Renaissance
Foundation**

"One People, One Heart"

To learn more about our who we are, visit <http://www.jrfnj.org>
