

## JOB DESCRIPTION: Senior Grant Writer

### Position Overview

The Senior Grant Writer will work with the Director of Development, Carly Hill, to play a key role in helping Propeller to reach its annual fundraising goal. The Senior Grant Writer serves as Propeller's primary written storyteller, developing, writing, stewarding, and managing grants. The Senior Grant Writer also assists in managing the day-to-day internal operations of development efforts and cultivation of select donors. The ideal candidate for this role brings strong grant writing, organizational, and interpersonal skills to the position to support an efficient and productive department.

### Major Responsibilities & Outcomes

#### ***Grant Writing & Management***

- Support the development and implementation of institutional cultivation strategy collaboratively with the CEO, Director of Development, Development Committee, and Board Members, as necessary.
- Analyze donor and funder priorities and interests to articulate the case for support of Propeller in clear, compelling, and persuasive written language to produce successful, engaging grants
- Work collaboratively and cross-departmentally to support the grant proposal development and reporting process
- Manage grants calendar of letters of intent, proposals, and reports to ensure all deadlines are met
- Enter appropriate information into the Salesforce database, effectively utilizing it for tracking deadlines, strategic prospecting, and reports

#### ***Individual Donors, Sponsors, and Special Events***

- Support the development of individual and corporate cultivation strategy collaboratively with the CEO, Director of Development, Development Committee, and Board Members, as necessary
- Expand the donor base and grant opportunities through prospect identification and research
- Support the planning and execution of annual fundraising events, including the development of written event copy; support the tracking and reporting requirements for sponsorships and attendees, as needed
- Prepare written development materials for the Director of Development, as needed, including donor meeting agendas, one-pagers, and other requested follow up materials
- Support the planning and implementation of major fundraising initiatives/campaigns as needed

#### ***Development Administration***

- Develop and proof all written fundraising materials and marketing collateral, including reports, packets, and acknowledgment letters, with close attention to detail
- Collaborate with the Communications team to develop written content in line with Propeller's language standards and overall messaging strategy
- Create and implement internal processes for management of development activities
- Maintain consistency and quality of electronic and paper files, archiving all proposals, attachments, agreements, etc., as required
- Spearhead research on funding sources and trends with foresight to help position Propeller ahead of major funding changes or trends

## Critical Competencies

- Deep belief in Propeller's mission and personal, professional alignment with our core values and commitment to diversity, equity and inclusion
- Impeccable writing and editing skills, with the ability to develop clear and effective proposals, both independently and in collaboration with team members
- Strong interpersonal skills, personable demeanor, and ability to collaborate and work cross-departmentally internally, as well as externally with funders and stakeholders as needed
- Ability to lead across the organization, coordinate effectively with peer staff and senior staff
- Ability to actively listen and understand one's own emotions and those of others

## Required Experience

- Bachelor's degree in English, social science, communications, public administration or nonprofit administration or equivalent knowledge + 2 - 3 years' experience OR Master of Business Administration or Nonprofit Administration or equivalent knowledge + 1 - 2 years' experience

## Preferred Experience

- Proven record of securing successful grants, ranging from \$5,000 to six-figures
- Experience managing, writing, and assembling complex government grant proposals
- Experience writing grants for national foundations
- Experience with quantitative and qualitative evaluation methods

**Manager:** Carly Hill, Director of Development

**Compensation:** \$64,728 - \$74,124/year. Propeller also offers a competitive benefits package that includes health, dental, and vision insurance, long- and short-term disability insurance, retirement, paid time off, and professional development.

**Location:** New Orleans, LA. Applicants must be located or willing to relocate to New Orleans. Travel with some evening and weekend work required.

**Position Type:** This is a salaried and exempt position.

**Start Date:** October 1, 2021

## To Apply

**Application Deadline:** July 31, 2021. Applications will be reviewed on a rolling basis. We encourage anyone interested to apply as soon as possible.

**Application Directions:** Apply [here](#) presenting your resume, cover letter, 1-2 writing samples (i.e. grant proposal, fundraising letter, or sponsorship proposal), and responses to the questions below. In your cover letter, please explain how you heard about Propeller and your interest and qualifications in the position. You can address a cover letter to Carly Hill who is the hiring manager for this position.

- What will be your greatest strength in this role? In what way will you need to grow the most to be successful in this role? (2-4 sentences)
- What gives you energy in your current work? What drains your energy in your current work? (2-4 sentences)

# PROPELLER

- Please share your experience in nonprofit fundraising and development through a racial equity and inclusion lens. How have you specifically worked to engage funders and stakeholders who are aligned with organizational values? What are some practices you believe are important to support equity in development? (5-8 sentences)
- What are your salary requirements? (1-2 sentences)

## About Propeller: A Force for Social Innovation

Propeller: A Force for Social Innovation is a 501c3 nonprofit dedicated to supporting social innovation in New Orleans. Our mission is to grow and support entrepreneurs to tackle social and environmental disparities. We envision a powerful community of diverse entrepreneurs and stakeholders working together for a more equitable future where everyone can lead healthy, fulfilling lives free of racism, poverty, and other systems of oppression.

Our strategy is to build a critical mass of businesses and nonprofits working to tackle disparities in our five areas of focus: **community economic development, education, food, health, and water**. Propeller challenges inequitable systems that perpetuate racial disparities in our five areas of focus by working at the institutional level in partnership with entrepreneurs committed to racial equity.

Propeller and its Ventures have received local and national recognition in *The New York Times*, *TIME*, *Los Angeles Times*, *Entrepreneur*, *Fast Company*, *Wired*, *Forbes*, *The Advocate* and *The Times Picayune*. To learn more about Propeller, visit [gopropeller.org](http://gopropeller.org).

*Propeller is an Equal Employment Opportunity employer and has a strong commitment to building a diverse and inclusive team.*