



Waltham Alliance for Teaching, Community Organizing, and Housing
Community Development Corporation
24 CRESCENT STREET, SUITE 201, WALTHAM, MA 02453
781.891.6689 - www.watchcdc.org

WATCH CDC Job Opening
8/7/2024
Part Time Grant Writer

About WATCH CDC: WATCH is a nonprofit organization whose mission is to work towards a more just community in the Waltham area by promoting affordable housing, providing adult education and leadership development, and empowering underrepresented residents through civic engagement. More information at www.watchcdc.org

Job Responsibilities

Grant Prospecting and Writing

- Write compelling grant proposals and applications utilizing technical writing skills to effectively communicate the organization's impact and outcomes.
- Collaborate with the Director of Development to set foundation revenue targets and prioritize application opportunities.
- Collaborate with the staff to match funding opportunities with program needs and to ensure that the program team's data collection efforts match grant report requirements.
- Collaborate with the Chief Financial Officer and Executive Director to assemble budgets for grant applications and reports.
- Assist the Development Director in maintaining an annual master grant management calendar that includes all Letters of Intent, Applications, Proposals, Award Notifications and Reporting Deadlines for funders and prospective funders.
- Analyze and package high level summaries of program outcome data, organizational demographics, and survey results to make the best case for support.
- Curate a library of outcome data, demographics, mission & vision statements, organizational history and other boilerplate content to address frequently asked application questions.
- Network and perform research to identify new potential sources of grant-based funding.
- Work with the Development Director to track and meet grant deadlines and submit grant reports as required by foundation funders.
- Maintain accurate records in databases related to grant applications and reporting and assist in managing grant contracts, ensuring compliance with requirements and deadlines.

Desired Skills and Qualifications:

- 3 - 5 years of experience as the primary grant writer resulting in at least \$100,000/year in grants approved.
- Proven experience in grant writing, contract management, and financial report writing.
- Strong written and verbal communication skills.
- Experience with Salesforce a plus.
- Interest in social justice and supporting the needs and lifting up the voices of a diverse community.
- Proficiency in technical writing with the ability to convey complex information clearly.
- Familiarity with databases for tracking grants and financial information.
- Four-year college degree.
- Excellent persuasive writing and proofreading skills..
- Strong research skills, both to target funding prospects and to improve the content in grant submissions.
- Excellent organizational and time management skills. Comfort using project management software to manage workflows, prioritize, stay focused and meet deadlines.
- A team player who is flexible and adaptable to changing priorities, such as short notice funding opportunities.
- Proficiency with Microsoft Office Suite, Google Docs, and familiarity with database environments.

- Comfortable receiving feedback from supervisor and colleagues who may be called upon to review grant language before submission of applications.

Salary/Benefits

This is a part time position (20 hours a week) with benefits:

- Paid vacation starting at 3 weeks a year, going up to 5 weeks a year at 5 years of employment.
- Individual health & dental insurance paid at 67% or reimbursed.
- Paid sick time of 12 days a year.
- Employer contribution to 403b of at least 3% of salary per year.
- 13 paid holidays, 2 personal days/year.
- Starting salary for this position is \$55,000/year.

Location: This job is a fully remote position with the option to work from our office in Waltham, Mass.

Life/Work Balance: This position is salaried, non-exempt. On the rare occasion hours worked total over 40, these are considered over-time hours and paid accordingly. Staff have the ability to schedule work hours around family and personal schedules to maintain a healthy life/work balance.

Anti-Discrimination Policy: WATCH CDC does not discriminate in hiring on the basis of race, age, color, gender, national origin, disability, sexual orientation, gender identification or religion. WATCH actively encourages people of color, LGTBQIA+, differently abled, and neurodiverse candidates to apply.

Diversity, Equity and Inclusion Priority: WATCH prioritizes diversity, equity, and inclusion and strives to recruit, support, and empower a diverse workforce.

WATCH's Approach to Hiring: Recognizing that people bring skills that have been developed outside the scope of a job, we take a holistic approach to recruitment that considers life experience and community engagement in addition to professional experience. We want applicants to bring their whole selves to this process, and we encourage applicants to share all the ways they think this position may be a fit for them.

Ability to Work in the US: Due to the limitations of our organization, we are unable to sponsor a work visa. All applicants must be currently approved to work in the US.

To Apply: Please send a resume and cover letter to Daria Gere at daria@watchcdc.org with "Job Application" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.