

Job description

New Life CDC Success Groups Grant Writer *Dec 23, 2016*

PROJECT SUMMARY

The New Life CDC Success Groups (SG) project empowers families to rise out of poverty while leveraging the power of community. It is based on the Family Independence Initiative (FII) model of economic mobility found in 7 U.S. cities. Success Groups launched in NYC in 2016 and is proving to be a responsible and sustainable model for the empowerment of low-income families in urban settings. The project is data-driven, community-oriented and financially efficient.

IDENTIFICATION:

Job Title: Success Groups Grant Writer (part-time or full-time)

1st Level of Accountability: Executive Director

JOB SUMMARY:

The primary role of the Grant Writer is to secure grant funding for Success Groups project expenses. The secondary role is to assist the Executive Director in strengthening the marketing and fundraising models of the Success Groups project.

QUALIFICATIONS:

- Committed to the vision/ values of FII and New Life CDC (www.newlifecdc.us)
- Experienced in leading within a multi-racial, urban context w/ varied socio-economic demographics
- Attention to detail is a must; able to multi-task but remain focused on key outcomes
- Excellent speaking and writing skills
- 2-3 years experience in grant and proposal writing for a budget of \$75,000 or greater
- 2-3 years experience in marketing/ fundraising environment
- Must be very familiar and comfortable with web-based technology

RESPONSIBILITIES

1. Perform required research to establish and/or grow relationships with foundations or government agencies interested in funding the Success Groups model
2. Get familiar with SG model; write and submit grants to cover project expenses
3. Provide weekly report of progress and priorities
4. As required, attend cohort meetings and interview Success Groups members
5. Create awareness of SG model through electronic, print or social media
6. Establish/grow individual or business donor relationships to fund resource hub or family sponsorships
7. Other tasks required to fulfill responsibilities

Outcomes for first 6 months in order of priority (full-time assumed):

1. Identify 8 to 10 potential foundation or government partners
2. Write 2 to 3 grant proposals
3. Perform 3 to 4 in-person presentations to new/potential private individual or businesses partners to fund project expenses or family sponsorships
4. Perform one weekly social media posting of pertinent content

For inquiries, email cover letter and resume to info@newlifecdc.us