

Jewish Renaissance Foundation

Job Description

<u>Title:</u>	Grant Writer
<u>Status:</u>	Contracted, Part-time/Hourly
<u>Schedule:</u>	Flexible 20-25 hours per week (Hybrid)
<u>Reports to:</u>	Chief Executive Officer (CEO)
<u>Rate:</u>	\$35-\$45/hour

Who We Are:

Established in 1996, the Jewish Renaissance Foundation (JRF) is a nonprofit organization, federally designated as a Community Action Agency and Federally Qualified Health Center. The JRF serves more than 6,000 people in Middlesex County each year, providing support services in the areas Volunteer and Adult Services, Family and Community Services, Employment Training, Educational Services, and Healthcare Services.

Job Summary:

The JRF is seeking 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. The position provides the opportunity to work a flexible hybrid schedule, working directly with the Chief Executive Officer.

Responsibilities:

- Able to research and identify new grant funding opportunities that align with our mission and Strategic Plan.
- Serves as lead grant writer for specific grant project submissions. Responsible for writing, submitting, and managing grant proposals including researching evidence to support it.
- Acts as liaison for the organization with the approval of the CEO and/or the Board of Trustees.
- Excellent written communication skills for the purpose of writing grants and executive letters.
- Works with CFO to submit budgets as appropriate.
- Maintains proficient knowledge of organization's history and programs to explore new opportunities for the organization to apply.
- Furnishes prospective funders with supporting documents.
- Maintains records in hard copies and computer databases.
- Works with Public Relations team to provide media content (newspapers, cable TV, radio, web sites, etc.) of newsworthy events, advertising and press releases.
- Submits monthly reports and is responsible for the presentation of the annual report at the end of the year.
- Per CEO direction, will oversee and organize fundraising activities and drafts, and distribute materials to promote fundraising efforts.
- 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 CEO 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.
- Prepares executive letters, memos and JRF correspondence on behalf of the CEO and agency.
- Responsible for adhering to schedule and utilizing the online time management system to maintain up-to-date records of time worked.
- Attend grant related and mandatory meetings as requested by the CEO.
- Special projects and other duties as assigned.

Qualifications:

- Bachelor's degree in English, professional writing, communications, or related field preferred; preference to candidates currently enrolled in a graduate school program in the noted fields.
- 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.
- Proven experience in organizing general fundraising events and activities.
- Must be able to work a hybrid schedule, dedicating approximately 10-15 hours per week in office.
- Excellent communication skills, both verbal and written.
- Excellent organizational skills.
- Excellent research skills.
- 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, but not required.
- 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).
- Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, religious, ethnic and professional backgrounds.
- Must be able to work under flexible project based schedule requirements with hard deadlines. This may include evenings and weekends, and may require little notice regarding job needs.
- *Writing samples will be requested/required.*

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



**Jewish
Renaissance
Foundation**

"One People, One Heart"

For full job descriptions and to learn more, visit <http://www.jrfnj.org>
