



OPEN POSITION

Grant Writer

ABOUT US

The mission of Big Brothers Big Sisters is to provide children facing adversity with strong and enduring, professionally supported one-to-one mentoring relationships that change their lives for the better, forever.

ABOUT THIS POSITION

The purpose of this position is to write and submit compelling, well-researched, and well-written grant proposals to secure funding for the organization's programs, services, or projects.

CHARACTERISTICS OF A SUCCESSFUL CANDIDATE FOR THIS POSITION

The ideal candidate will have excellent writing skills, a deep understanding of the grant application process, and demonstrated experience in researching funding opportunities.

EDUCATION & EXPERIENCE

Bachelor's degree in English, Communications, Public Administration, or a related field (preferred). Proven experience (3+ years) as a grant writer or in a similar fundraising or non-profit development role.

DAY TO DAY RESPONSIBILITIES

Conduct thorough research to identify and evaluate potential funding sources, including government grants, private foundations, and corporate sponsorships. Write and submit compelling, well-researched, and well-written grant proposals to secure funding for the organization's programs, services, or projects. Monitor and track deadlines for grant submissions and reporting, ensuring timely follow-ups, accurate documentation, and compliance with grant terms. Supervise Grants Manager.

TRAINING

Extensive initial and on-going training on the Big Brothers Big Sisters Service Delivery System and other topics relevant to providing effective social services is provided to the successful candidate.

SALARY RANGE & BENEFITS

Medical, dental, disability and life insurance benefits are provided at low or no cost to employee. The agency has between 10 and 12 holidays each year and employees can accrue up to 21 additional paid days off per year. A simplified employee pension plan is also provided for the employee after 2 years of employment. Mileage is reimbursed. Staff development opportunities are provided. Full benefits and salary information is available upon request at the email below.

HOW TO APPLY OR ASK QUESTIONS

Apply at Indeed or forward resume to careers@bigmentor.org