



Part-time Grant Writer

Cincinnati Works has an opportunity to join our enthusiastic team fighting poverty in the Cincinnati area. We seek an experienced grant writer to manage a growing portfolio of corporate and foundation grants.

Responsibilities:

- Grant writing from prospect to donor: tracking proposals; preparing LOIs; grant renewals; grant reports including supporting documents, program stats and budgets
- Develop, maintain and implement a calendar for LOIs, grant applications, reporting and stewardship
- Identify new corporate and foundation funding prospects
- Maintain current records in database
- Assist with other fundraising projects as requested

Required Personal Characteristics, Skills and Abilities:

- A commitment to and passion for the mission of the Cincinnati Works
- Able to understand and demonstrate respect for cultural and socio-economic differences
- Able to embrace and support constructive change
- Strong interpersonal skills: solid team player; ability to interact with diplomacy and tact with diverse groups
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals
- Strong project management skills with excellent organizational skills, attention to detail and ability to prioritize, manage deadlines
- Ability to synthesize and analyze research and complex information
- Ability to juggle multiple high-priority projects simultaneously
- Ability to maintain high level of professionalism and confidentiality

Qualifications:

- Four+ years' experience with proven track record in grant writing or Bachelor's degree with a minimum of two years' experience
- Proficient in Microsoft Office, Salesforce, Excel preferred

Salary and Benefits:

- Part-time (20 hours/week)
- Salary commensurate with experience
- Benefits include parking allowance, 401K contribution, PTO & STO

ABOUT CINCINNATI WORKS:

Cincinnati Works is a nonprofit organization that brings hope and encouragement to people living in poverty through a network of comprehensive employment services and over 75 employer partnerships. Founded in 1996 by Dave and Liane Phillips, the organization has helped thousands of job seekers below the federal poverty guidelines find employment and work toward economic self-sufficiency. Upon stabilization and retention of the job, coaching services are provided to enable Members to advance to higher paying jobs. This provides the community a previously untapped source of entry- and mid-level workers, decreased need for public resources, and a solution-focused strategy to eliminate poverty in the region. With over 30% of the Cincinnati population living in poverty, the need for the organization's services is clear. Cincinnati Works is primarily privately funded; the FY2019 budget is approximately \$3.6 million. Visit cincinnatiworks.org for more information.

HOW TO APPLY:

Send an email with "DO" in the subject line to HR@cincinnatiworks.org. Include a cover letter, resume, and salary expectations.