



Position Description – Senior Grant Writer

The Senior Grant Writer will work with buildOn's leadership team, regional vice presidents and development directors, and program staff to increase revenue by expanding institutional fundraising efforts. Reporting to the Vice President of Development for the East Coast, this position will be a key member of our Development Team and be responsible for supporting the mission of buildOn by securing grants from corporations, foundations, individuals, and government agencies that support education and service learning programs across the United States and global school construction in developing countries around the world.

Key Responsibilities

- Maintain and expand support for buildOn programs by overseeing execution of grants portfolio including research and prospecting, proposal and report writing, and stewardship activities
- Initiate ongoing communication with key buildOn staff to analyze funding needs, gaps and opportunities
- Research, identify and qualify funding opportunities from corporate, foundation, and government sources.
- Manage efficient operational system to ensure accurate records and timely communication with funders; oversee grants calendar and maintain up-to-date database records for all institutional donors
- Collect and synthesize information about buildOn programs as needed to make strongest case for support
- Develop a deep understanding of program content to ensure integrity and quality of proposal writing
- Serve as technical writer for buildOn U.S. and International Programs by integrating logic models, monitoring and Evaluation Data, and Qualitative Information into all proposals.
- Lead proposal generation process including; coordinating with key staff to produce and submit compelling high-quality proposals that can obtain significant support for US-based and international programs
- Design accurate logic models with realistic outcomes and benchmarks
- Work with key staff to develop and implement strategy for educating and stewarding donors
- Develop materials showing progress of buildOn programs for donor updates and ongoing communications
- Provide support to leadership team and key staff for meetings with donors

Required Qualifications

- Bachelor's Degree required, Masters preferred
- Minimum of 4 years of professional experience in grant writing and fundraising with successful track record for securing significant multi-year commitments from institutional donors
- Superior knowledge of and proven experience writing proposals to large corporate, foundation and government donors, and an understanding of technical and financial requirements for large grants.
- Demonstrated superior writing, research, project management and organizational skills
- Experience crafting LOIs, concept papers, proposals, and stewardship materials with aptitude for creating budgets, designing logic models, and drafting compelling case statements
- Ability to successfully execute multiple, simultaneous projects on time with quality results
- Ability to thrive in fast-paced environment and work collaboratively with staff located on- and off-site
- Intellectual curiosity and ability to learn quickly, ask thoughtful questions and synthesize information
- A commitment to the mission of buildOn a must
- Experience tracking communication and donor activity in a (CRM), preferably Salesforce.

About buildOn: At home or abroad, buildOn's goal is to break the cycle of poverty, illiteracy and low expectations through service and education. In the U.S., buildOn empowers urban youth to transform their neighborhoods through intensive community service and to change the world by building schools in some of the economically poorest countries in the world. Internationally, buildOn is constructing schools in Haiti, Nicaragua, Nepal, Senegal, Malawi, and Mali. Our students have contributed over 1 million hours of service in the U.S., and have helped build more than 543 schools around the world. For more information, visit www.buildon.org, [www.Facebook.com/buildOn](https://www.facebook.com/buildOn) or [www.Twitter.com/buildOnEmpowers](https://www.twitter.com/buildOnEmpowers).

To be considered for the Senior Grant Writer position please submit cover letter, resume, and salary history to jobs@buildon.org. **buildOn is an Equal Opportunity Employer. For additional information, please visit our website at www.buildOn.org**