Grant Writer
Direct Report: Development Coordinator
Part-time, hourly; 25 hours; Hybrid-remote position, 2-4 times/month in office. Must be available during weekday, daytime hours.
Hourly rate: $22.11/hr

Alternatives Overview
Our mission is to inspire young people to create a just future through practices that heal individuals, restore communities, and transform systems. Since 1971, Alternatives has modeled innovative alternatives to the status quo in Chicago’s youth services field. Our school and community-based therapy, prevention and leadership development programs support young people to individually and collectively address causes of substance abuse, grief and trauma while building social-emotional, career and social change skills. In addition to working directly with young people, we train, coach and advocate for youth-serving institutions like Chicago Public Schools to be restorative and trauma-informed.

Position Overview
The Grant Writer will identify, define and develop funding sources to support existing and planned program activities as well as lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies. Primary responsibilities include preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities in areas that support Alternatives programs. The position is also responsible for collecting, analyzing, and reporting data on the performance of program activities that are funded by federal, state, and private funding agencies.

Responsibilities:
Perform the following from a racial, gender, sexuality, and ability equity lens:
- Researches and identifies new government, corporate, foundation and private funding prospects to match Alternatives’ priorities;
- Generates high-quality proposals, narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures of Alternatives, and the requirements and guidelines of the funding agencies;
- Generates revenues for Alternatives programs through timely submission of well-researched, well written and well-documented grant proposals;
- Maintains primary responsibility for grant schedules and tracking grants;
- Manages grant application process with multiple components, creating project management trackers, delegating tasks with deadlines, and ensuring timely follow-through;
- Serves as a liaison to all funding agencies and organizations;
- Works with appropriate personnel to research, develop, write and submit letters of inquiry, concept papers and grant proposals;
- Coordinates and follows-up on the progress of submitted proposals;
- Coordinates with the finance and accounting to create expenditure and income budgets to accompany proposals;
- Project management Develops and maintains a master file on pending grants and
contracts;
● Remains up-to-date on current issues relative to grant proposals;
● Meets regularly with staff to discuss current and new funding needs;
● Inform supervisor on the progress of all grants and issues that may arise with each grant;
● Maintains confidentiality of information exposed to in the course of business regarding young people, staff, supervisors or other employees;
● Contributes to a safe working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
● Submit proposals to grant coordinators for approval;
● Respond to internal and external queries on drafted and submitted proposals;
● Other duties as assigned.

**Qualifications**

● Grant writing experience;
● Ability to work effectively under pressure;
● Excellent written and verbal skills;
● Project and time management skills;
● Be highly organized with the ability to implement systems and follow-up processes;
● Proficiency in research, interpreting, and analyzing diverse data;
● Excellent Computer skills (Microsoft Office Word, PowerPoint and Excel), and database management skills;
● Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment.
● Interest and commitment to working in a community-based youth service agency.
● Consistently learning and working within the following frameworks: Anti-oppression, Positive Youth Development, Trauma-informed and Balanced and Restorative Justice.

**Experience**

● 1-3 years of experience as a successful grant writer;
● Proven track record of securing new funding opportunities and major grants with certifiable references; comprehensive knowledge of research, and the ability to distinguish and identify opportunities for Alternatives’ specific programs;
● Knowledge of grant application process, scoring criteria and funding cycles;
● Previous federal grant application, submission, approval and management of funds

The COVID vaccine is mandatory for all employees to the full extent permissible under applicable law.

**To Apply:**
Please email your resume, cover letter, and two writing samples in pdf format to careers@alternativesyouth.org with the subject line “Your Name - Grant Writer - 2022”. No phone calls, please.