

Fund Development: Entry Level Grant Writer

DATE:	December 2021
APPLICATION DEADLINE:	Open until filled
POSITION TITLE:	Entry Level Grant Writer
DEPARTMENT:	Development
REPORTS TO:	<i>SVP of Development</i>

POSITION CONCEPT:

This position is focused on managing the entire grants process for Junior Achievement of the Michigan Great Lakes which constitutes a significant portion of revenue for the organization. Prospective funders include corporations and foundations which have historically supported Junior Achievement as well as researching and identifying new prospects. This position is responsible for writing and managing all grant submission deadlines, reporting deadlines, and monitoring all grant deliverables for JA of the Michigan Great Lakes and its 4 district operations.

PRIMARY RESPONSIBILITIES:

1. Write compelling and accurate grants to secure funding for Junior Achievement programs, capital and equipment needs insuring that budget goals for grants are met.
2. Scope of work will include any funding opportunity which involves a formal application process and some which are less formal.
3. Manage both formal and informal stewardship of grant donors i.e. required reports as well as appropriate informal updates.
4. Manage schedule of deadlines for granting entities insuring that deadlines for submission, reporting and deliverables are met and that all communications with grantors are complete and of high quality.
5. Research, identify and submit grants to new grantors whose funding interests match with Junior Achievement's mission and programs.
6. Manage and monitor all deliverables of successful grant submissions. Insure all applicable JA departments are informed and aware of grant requirements upon funding, regularly monitor progress and lead education/development meetings to monitor progress on deliverables.
7. Cultivate, solicit and steward current and historical donors insuring budget goals are met.
8. Monitor data on JA program impact both locally and nationally. Assist in designing, implementing and collecting local Junior Achievement data as well as environmental data which support and make the case for support of the JA mission.
9. Maintain all grantor files (electronic, paper and database) in an organized and accessible fashion.

10. Assist development team as needed in reaching overall organization goals and other duties as assigned.

EDUCATION/EXPERIENCE REQUIRED:

Required:

Bachelors degree or equivalent. Excellent writing skills. Excellent organizational skills. Good research skills. Microsoft and database management skills.

Desired:

Someone who is intrigued by data and how it can be used to make the case for support.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

Send cover letter, salary history, and resume to
Junior Achievement
Human Resources
4090 Lake Drive Grand Rapids, MI 49546

or email Erica.tyler@ja.org. No phone calls please.