



ROLE PROFILE

Part-Time Grant Writer

The mission of The Emerge Center is to empower children with autism and individuals with communication challenges to achieve independence through innovative and family-centered therapies.

Emerge seeks a part-time grant writer to pursue funding opportunities from private foundations and government entities. The ideal candidate would be able to commit to a minimum of 20 hours per week and would be compensated by the hour, with the rate dependent on skills and experience. The grant writer would be considered a contract employee and would report to the leader of Emerge's Development Team.

Responsibilities include:

- Conduct extensive prospect research;
- Develop and write grant proposals to foundations and other grant-making organizations;
- Persuasively communicate Emerge's mission and programs to potential funders;
- Assemble and submit grant requests, including letters, budgets and presentations;
- Maintain a detailed calendar to ensure timely submission of letters of inquiry, proposals and reports;
- Prioritize to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals.

Qualifications:

The successful candidate will be able to craft funding proposals in a clear and compelling manner. Excellent writing, analytical and research skills are essential. Candidates must be self-motivated, detail-oriented and highly-organized, and have experience using online databases and other resources to locate philanthropic information. Candidates must have the ability to familiarize themselves with Emerge's funding needs and thoroughly understand the organizations offering the grant money.

Candidates must possess an ability to work well under pressure and seek and synthesize information effectively. A solid understanding of budgets as they relate to proposals and grants is important. Candidates should have a Bachelor's degree preferably in communications, English, professional writing or a similar major and 3 to 5 years of relevant experience. Candidates with professional certification from the American Grant Writers' Association (AGWA) will be given preference.

Interested individuals should send a cover letter and resume to info@emergela.org.