Grants and Funding Appeals Writer
Washington, DC or New York, NY
Posted: 01/20/2015

The National Employment Law Project (NELP) seeks a “Grants and Funding Appeals Writer” (“Grants Writer”) to draft grant proposals & reports, funding appeals & related correspondence; compile proposal packages; and assist in formulating new fundraising ideas and strategies.

About NELP:
Founded more than 40 years ago to provide job-related legal services to low-wage and unemployed workers, NELP today promotes policies to create good jobs, strengthen workers’ upward mobility, enforce worker rights, and improve benefits and services for the unemployed. In collaboration with national and grassroots partners, NELP advances its work through research and public education, advocacy, litigation support and technical assistance. With offices in several cities and a staff of attorneys, researchers, policy analysts, outreach specialists, and administrative personnel, NELP leads national and state fights to raise the minimum wage, secure unemployment benefits for the jobless, shine a spotlight on egregious workplace violations, and promote a comprehensive policy framework to rebuild a good jobs economy. See www.nelp.org to learn more about our work.

Responsibilities:
This position requires the ability to synthesize and update information from NELP materials and elsewhere to develop solid grant proposals, reports, funding appeals, funder updates and related correspondence. The successful candidate must be organized and conscientious in meeting deadlines; flexible in responding to the cyclical nature and fluctuating demands of the development calendar; and able to work well under pressure. The Grants Writer will work directly with the Executive Director, development, program, finance and communications staff. Specific duties include but are not limited to:

- Prepare and finalize drafts of foundation proposals and reports and other funding appeals and related correspondence
- Identify and compile all supporting materials for proposals, reports and funding appeals
- Keep track of filing procedures and deadlines for proposals and reports, and update program and management staff appropriately
- Draft and finalize periodic special funding appeals to individual and institutional donors and/or for special events
- Draft and finalize periodic updates for funders (e.g., e-newsletters describing NELP’s work in specific program areas)
- Research potential institutional and individual donors
- Support the organization’s external outreach efforts by providing other development, communications and administrative support, as requested.
Qualifications:

- 2+ years of experience in development, communications or advocacy writing, preferably in the non-profit, labor and/or philanthropic sectors
- Excellent writing abilities, including ability to synthesize information from a variety of sources into a compelling presentation
- Solid time-management skills
- Strong computer and database skills; familiarity with Salesforce or a similar client relationship management platform is a plus
- Interest in/knowledge of trends in the economy and/or NELP's program areas is a plus, as is fluency in Spanish or another language

Location of Position and Travel:
This position will be in NELP's Washington DC or New York City office. Periodic travel required.

Compensation and Benefits:
Salary is competitive within the non-profit sector and commensurate with experience. Excellent benefits package. This position is a contract job, initially for an 18-month term. The contract may be extended or converted to a permanent position, depending on NELP's needs and capacity.

To apply:
Send via email your cover letter, résumé, salary history or requirements, two writing samples and three references to jobs@nelp.org, noting “Grant Writer Search—Application” in the subject line. Please forward any questions you have regarding this announcement to jobs@nelp.org, noting “Grant Writer Search – Question” in the subject line. We only consider applications submitted through this process. No phone calls or other e-mail inquiries please.

Writing Samples: Please limit your writing samples to 8 or fewer pages per document. We are interested in writing samples that reflect your experience and skill in pitching an idea, project or organization, either to a potential funder or in an advocacy effort.

Cover Letter: In your cover letter, please describe one or two written funding appeals or proposals you have prepared to pitch an idea, project or organization. Alternatively, please describe one or two examples of persuasive communications you have written to advocate for a cause, individual or organization. These examples may be drawn from work or volunteer experiences.

Please note: NELP sends an email confirmation in response to all applications we receive. We are unable to follow up individually with all candidates, and typically contact only those with whom we are able to schedule an initial interview. All finalists will be asked to complete additional items as part of the selection process.

Deadline for submission: March 5, 2015

NELP is an equal opportunity, affirmative action employer. Women, people of color, the disabled, and members of the LGBTQ community are encouraged to apply.