



## Grant Writer (Part Time) Job Description

*AfricAid seeks a part time (20 hours/week) Grant Writer to manage the organization's grant research, writing, and reporting process.*

### About AfricAid

AfricAid works to improve the standing of women in society through robust, locally-led mentorship initiatives that cultivate confidence, improve academic and health outcomes, and promote socially-responsible leadership skills. In close partnership with our sister organization, GLAMI (Girls Livelihood and Mentorship Initiative), we support locally led mentorship opportunities that help secondary school girls in Tanzania complete their education, develop into confident leaders, and transform their own lives and their communities.

### About this Role

The Grant Writer is responsible for managing AfricAid's grants-related activities. The person in this position will spearhead research and writing of applications to a range of multilateral, bilateral and foundation funders, as well as manage the grant reporting process for current funders. This person is organized, focused, and committed to producing high quality applications and reports to new and existing funders. The Grant Writer is a collaborative communicator who will work with our team to identify, engage, and support development of strong partnerships with funders and other stakeholders to help diversify the organization's sources of funding.

This position will require a strong partnership with AfricAid staff and a committed working relationship with our Tanzanian sister organization. Attention to detail, strong writing skills, the ability to juggle multiple projects and calendars at once, and a thoughtful, results-driven approach to grants management is required in order to be successful in this role. This position will report to the Executive Director.

### Hours and Location

This is a part-time position that will require 20 hours per week. Preference is for candidates based in or near Denver, CO, but remote applications will also be considered.

### Responsibilities

#### **Grant Research**

- Undertake extensive research to identify potential grants and other best-fit funding opportunities
- Investigate the potential opportunities and strategically prioritize applications
- Ensure all research is recorded and tracked in Google Drive and in Salesforce

### **Grant Writing & Reporting**

- Develop high quality grant applications and letters of interest to help diversify funding sources for AfricAid.
- Produce high quality, informative, and timely reports.
- Manage and oversee successful completion of each step in the application and reporting process, obtaining needed signatures and approvals on time.

### **Administration**

- Ensure all grant deliverables, including applications and reports are recorded in Salesforce and the Google calendar.
- Lead monthly grants calls to discuss calendar deliverables for current funders, as well as new and upcoming opportunities.
- Upload all grant applications and reports in the Grants folder in Google Drive.
- Ensure the Google Drive, Salesforce and our shared grants-focused Google Calendar are maintained and organized.

### **Qualifications**

AfricAid is the right place for you if:

- You are passionate about girls' education and empowerment,
- You like to raise your hand to take ownership of projects,
- You are comfortable working in a very small team,
- You love to roll up your sleeves and try new approaches, even if they might be just a little bit outside your comfort zone, and
- You appreciate opportunities to learn, grow, and share what you're learning with others.

### **Specific qualifications:**

- Minimum of a Bachelor's degree in development, project management, communications or a related area,
- Minimum 2-3 years' experience with grant writing, reporting, or communications in the not-for-profit industry,
- Excellent written and oral communication skills in English,
- Basic understanding of Salesforce,
- Ability to work independently and to meet deadlines, and
- Work well within a small team.

### **Salary and Benefits**

This position is a part-time, 20hr/week exempt position based in the Denver, Colorado office, but open to remote candidates. This position pays \$22 per hour and is based upon the Colorado

Nonprofit Association Salary Survey. Benefits include three weeks of paid time off annually, 8 paid holidays, and work from home flexibility.

### **How to Apply**

Send a resume, one writing sample, and a cover letter highlighting your grant writing experience as well as why you are passionate about AfricAid's mission to [jobs@africaid.org](mailto:jobs@africaid.org). Please include your name and Grant Writer in the subject line. Applicants will be reviewed on a rolling basis and top candidates will be contacted for an interview.