# JOB DESCRIPTION

## Grant Writer

### Job Summary & General Responsibilities
The Grant Writer will assist with the coordination of researching new grantors; writing proposals and reports under the supervision of the Development Manager. The ideal candidate takes initiative, is detail-oriented, and has experience in prospecting grants in both private and public governmental arenas.

### Specific Duties

#### General Grant Writer Duties
- Track grant prospects, grant applications, and reports on Fluxx Grantseeker software.
- Perform other related duties as assigned by the Development Manager and Director of Community Engagement.
- Fill and file appropriate grant forms in preparation for IRIS’s yearly nonprofit audits.

#### Writing
- Write high-quality grant proposal narratives, applications, and supporting documents in collaboration with Development Manager, Director of Community Engagement, program managers, and community stakeholders.
- Prepare grant proposals and reports with appropriate attachments, including fiscal items, for review by the Development Manager prior to submission.

#### Research
- Research potential grant opportunities according to IRIS’s focus areas, populations, and available program outcomes.
- Acquire and maintain a sound knowledge and understanding of the organization, and use that knowledge and understanding to better inform your writing and comprehension of all projects and programs for which funding is needed.

### Requirements
- Excellent writing, communication, and organizational skills,
- Fluency in spoken and written English
- Strong computer skills including email and internet, Microsoft Word, Microsoft Excel, Google Suite
- Knowledge of immigration-related current events
- 3-4 years experience
- Minimum Bachelor’s Degree in a related field such as Journalism, English, Marketing, Public Policy, etc.

### Supervises
1-2 Interns

### Report to
Development Manager

### Hours & Benefits
20 hour part-time, eligible for 403b after 1 year, accrues vacation and sick leave.
IRIS is an affirmative action-equal opportunity employer.

To apply, please send your resume and cover letter to humanresources@irisct.org, with the subject line: Grant Writer [Your Name].