



**Grant Writer Job Description:**  
**(52 weeks, 10 hrs per week @ \$17.76/hr)**

**ABOUT THE ORGANIZATION**

SustainUS is a youth-led organization advancing justice and sustainability by empowering young people to engage in advocacy at the domestic and international levels. We mobilize as US youth at key political moments to push political leaders, multinational institutions, and other global actors to stand on the side of justice. Learn more about our mission and vision [here](#).

**ABOUT THE ROLE**

The Grant Writer plays a key role in the organization's fundraising plan for 2020. They are responsible for managing SustainUS's grant tracker, applying for funding to multiple foundations by writing grant applications and letters of interest, and working closely with the development team (including the Executive Coordinator and Board of Directors) to provide updates and help the organization reach its fundraising goals. An ideal candidate will have careful attention to detail, a strong and independent work ethic, excellent communication skills and a desire to develop their grant writing and fundraising skills. The grant writer should also be available to respond to needs in a timely manner.

**JOB DUTIES**

This is a 10 hour per week paid position, although hours may fluctuate slightly week by week depending on the upcoming grant deadlines. Specific responsibilities include:

- Managing the current SustainUS grant tracker by prioritizing the grants that the organization is likely to receive and foundations who are likely to sponsor the organization's work, and ensuring grant reports are completed on time. This involves researching additional foundations and grants for the organization to apply to, keeping track of application deadlines, and updating the tracker once applications have been submitted and responses from foundations have been received. This also involves updating the tracker with reporting requirements for successful grants and following up to make sure all requirements are met.

- Writing thorough and compelling grant applications and letters of interest (LOIs) that clearly express the work plan and goals of the organization to all the foundations listed in the grant tracker in order of priority.
- Working closely with the Development Coordinator, Executive Coordinator and Board of Directors to collect input and receive feedback on all grant application and LOI drafts.
- Participating in Development Team calls and providing regular updates on the status of all grant applications.

## EXPECTATIONS AND BENEFITS

### Expectations

- No more than 10 hours per week of work, on average, on above priorities
- Expected to be available to respond promptly to urgent texts/calls Monday-Friday
- Paid events, travel and expenses must first be pre-approved by the Coordinating Body in order to receive reimbursement. Expected travel is limited.

### Benefits

- Compensation of \$17.76/hour for maximum 10 hours per week for 52 weeks
  - *Maximum gross pay before taxes: \$9235.20*
- Flexible Location (keeping the Coordinating Body & Board informed of work location)
- Paid Time Off and paid holidays
- All employment benefits required by City, State and Federal law to be paid by SustainUS. Examples might include Worker's Compensation, Unemployment Insurance, etc. No other benefits, (e.g. health insurance, retirement, etc.) are provided.

## APPLY TODAY

Interested in this role? Simply click [here](#) to fill out an application and upload your resume. We'll be in touch!

*SustainUS is dedicated to building an organization that centers voices from underrepresented groups. We do not discriminate on the basis of sexual orientation, gender, gender identity, race, ethnicity, religion, or economic background. Further, we strongly encourage individuals from traditionally underrepresented identities to apply, including identities not explicitly named above. If there are any considerations or qualifications not acknowledged in our application that you feel are important and relevant to this position, we encourage you to bring them to light in your application.*