

Junior Achievement of Wisconsin, Inc. Position Description

Title: Grant Writer (part time, 24 hours/week)
Department: Development & Stewardship, Southeast Region
Reports to: Regional Director, Development and Stewardship
Status: part time; hourly

Position Concept: We are seeking a talented and experienced nonprofit writer to join our team. The ideal candidate will have a strong background in grant writing, crafting compelling appeal letters, experience in diverse writing assignments and writing content for annual reports. This role is vital to our organization's ability to effectively communicate our mission and engage with donors, supporters, and the community.

Responsibilities:

- **Grant Writing:** Research, write, and submit high-quality grant proposals to foundations, corporations, and government entities, primarily for multiregional and statewide grants. Ensure all deadlines are met, data is accurate, and proposals align with organizational goals.
- **Appeal Letters:** Craft persuasive and engaging appeal letters for fundraising campaigns that resonate with donors and inspire action.
- **Editing and Proofreading:** Review and edit content written by others to ensure clarity, consistency, and alignment with the organization's messaging.
- **Collaborative Writing:** Work closely with other team members, including colleagues from throughout the state, to develop cohesive messaging and ensure all written materials align with the organization's voice and tone.
- **Metrics and Reporting:** Track and report key performance metrics for written communications, including grant outcomes and engagement levels for appeal letters, newsletters, and annual reports. Use these metrics to inform and refine future strategies.
- **Annual Report:** Assist/collaborate with the development and marketing teams to write content for the annual report, ensuring that the report tells the organization's story effectively and highlights achievements, impact, and financials.
- Other Duties assigned

Qualifications:

Required: Bachelor's degree in nonprofit management, communications, marketing, journalism, or related field. At least three years of grant writing and stewardship experience. Nonprofit program delivery experience preferred. Passion for advancing JA's mission. Self-starter, able to work independently and in a team; good organizational, interpersonal, and presentation skills; excellent written and verbal communication skills; ability to manage multiple projects, meet deadlines and achieve outcomes; computer literacy; detail oriented.

Physical Requirements: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, move (ambulatory or car travel), occasionally required to reach with hands and arms, continually required to talk and hear, occasionally required to bend, frequently required to lift and carry light weights (5-20 lbs.), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

Position reports to supervisor out of the Milwaukee office, with a flexible work schedule.

Application Process:

Please direct a resume to: Kari Tylke HR Director, ktylke@javis.org Select candidates will be contacted and invited for a video interview.

The above position description is not all inclusive and is not an implied contract of duties performed. It is a general overview of position responsibilities.