



## New Life Centers Grant Writer

New Life Centers (NLC) provides intensive, community-based mentoring programs for youth ages 12+ in the Little Village, Humboldt Park and Brighton Park communities of Chicago. The target demographics of programs: gang-affiliated youth on probation, and at-risk youth referred through local schools and community agencies. Serving these two populations allows NLC to holistically engage both violence prevention and intervention in response to identified community needs. We seek to reduce youth contact with the justice system, promote safety, and empower young people to become community-builders and peace-makers. Our holistic program model enables us to fulfill our mission: to provide mentoring and advocacy to guide youth toward a new life and a new direction.

### **Position Summary:**

The Grant Writer is responsible for seeking and responding to appropriate funding opportunities via requests for proposals. The grant writer will gather information, coordinate strategy meetings to identify and clarify needs, and assure alignment with NLC mission and goals. These positions are full-time/exempt and part-time/non-exempt 25hrs/week. The Grant Writer reports to the Director of Partner Engagement.

### **Responsibilities:**

- Prepares proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals.
- May communicate with funders via mid- and end-of-year reports where narrative is necessary.
- Determines proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and coordinating/attending strategy meetings and bidder's conferences.
- Meets proposal deadline by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
- Enters and monitors tracking data for application deadlines, renewals, RFP releases, etc.
- Assists with funder inquiries.
- Coordinates requirements with contributors and contributes proposal status information to review meetings.
- Gathers proposal information by identifying sources of information, coordinating submissions and collections, and identifying and communicating risks associated with proposals.
- Develops proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Writes, revises, and edits drafts including executive summaries, conclusions, and organization credentials.
- Prepares presentation by evaluating text, graphics, and binding and coordinating printing.
- Maintains quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.
- Obtains approvals by reviewing proposal with key providers and project managers.
- Improves proposal-writing results by evaluating and re-designing processes, approach, coordination, and boilerplate.
- Updates job knowledge by participating in educational opportunities; maintaining personal and work networks.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.
- This position will include some grant management in other stages of the grant process beyond submittal as needed.

### **Required Qualifications:**

- Must become a Mandated Reporter.
- Must pass a background check; No pending criminal cases or prior convictions for sexual assault, child abuse, or domestic violence.
- A work-style approach and commitment to maintaining amiable relations with staff, ministry leaders and the New Life Center's community of partners, helping to create a warm, safe, and hospitable culture.
- Exceptional communication skills; ability to effectively communicate and listen to others.

- Demonstrated strength in writing and organizational skills.
- Basic level of skill set to use computer software, including Microsoft Office Suite (Word, PowerPoint, Excel, Publisher and Outlook), Apple based application and computing skills and Google Software Suite.
- Valid Illinois Driver's License, valid insurance, and good driving record. May require travel.
- Bachelor's degree in English, Journalism, Media, or related field
- Minimum of 1-year experience in grant writing, prospect research, general fundraising or a minimum of 2 years comparable and transferable skills acquired in a professional setting
- Knowledge of restorative justice, violence prevention, and youth development a plus.

**How to Apply:**

Please submit the following materials to Victoria App, VictoriaA@newlifecenters.org:

- Cover letter indicating your experience and interest in the position
- Resume
- List of three references with contact information (2 Professional and 1 Personal, Email and Phone number included)

Please submit your application materials as MS Word or PDF attachments. Include all attachments in a single email. Please include, "Grant Writer" in the subject line of your email.

*New Life Centers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. New Life Centers complies with applicable federal, state and local laws governing nondiscrimination in employment in every location in which the company has facilities.*