



Grant Writer

Rev. Oct. 2021

New Life Centers provides intensive, community-based mentoring programs for youth and their families in the Little Village, Humboldt Park, Pilsen and Brighton Park communities of Chicago. The target demographics of NLC are; gang-affiliated youth, youth on probation, and at-risk youth referred through local schools and community agencies. Serving these populations allows NLC to holistically engage both violence prevention and intervention in response to community needs. We seek to reduce youth contact with the justice system, promote safety, and empower young people to become community-builders and peacemakers. Our holistic program model enables us to fulfill our Mission and Vision: *Young people and their families connecting with Christ and Community through restorative justice, safe spaces and life-on-life relationships to create the Beloved Community together.*

Position Summary

The Grant Writer positions are full-time, 40 hours per week (non-exempt, benefits available), and Part-Time (contractual). 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. May require some local travel (reimbursable). Pay commensurate with experience.

Job Responsibilities

- Determines proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), formatting information, writing drafts, and obtaining approvals.
- and coordinating/attending strategy meetings and informational sessions.
- 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.
- Maintains quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.
- Obtains approvals by reviewing proposals with key providers and Supervisors.
- 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.
- This position will include some grant management in other stages of the grant process beyond submittal as needed.
- Participates in an annual evaluation.
- Demonstrates New Life Centers' values.
- Applies New Life Centers' procedures and policies.
- Attends required meetings and trainings.

- Demonstrates a commitment to teamwork and excellence as well as the mission of New Life Centers of Chicagoland.
- Other duties as assigned by the Supervisor.

Required Qualifications

- Must become a Certified Mandated Reporter. Training provided.
- Must pass a background check, must not have any pending cases.
- Must pass a Child Abuse and Neglect Tracking System background check.
- Must pass a National Sex Offender Registry background check.
- Must have a working phone and phone number.
- One-year experience working in the human services field in a capacity that involves direct services to at-risk youth.
- Cross-cultural competency.
- Ability to communicate effectively both written and verbally.
- Proficient in Microsoft Word and Excel.
- Must be willing to be trained, and proficiently utilize database(s) and information tracking systems relevant to duties.
- Must keep confidentiality of records and participant information.
- Ability to establish and maintain effective working relationships with others.
- Knowledge of and/or experience in youth development.
- Bilingual English/Spanish a plus but not necessary.
- Valid Illinois driver's license, insurance, good driving record, access to a vehicle. Subject to driving background check.

How to Apply

Please submit the following materials to Careers@newlifecenters.org

- Cover letter indicating your experience and interest in the position
- Resume
- List of three references with contact information (minimum 2 professional references, email and phone number included)
- Please mention the name of any New Life Centers staff who referred the position to you in your email if applicable.

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.