GRANT WRITER

Job Summary:
The Grant Writer reports to the Director of Development and is responsible for identifying and pursuing grant opportunities; securing funding to support The Chicago Cook Workforce Partnership’s (The Partnership’s) initiatives and programs.

Responsibilities:
• Work with the Director of Development to manage donor cultivation, solicitation, and stewardship strategy for grants.
• Research local foundations and corporate philanthropies to determine giving cycles and priorities.
• Develop an understanding of The Partnership’s history, mission, programs and impact.
• Work with the Director of Development to identify fundraising priorities for the organization.
• Research and identify grant opportunities.
• Work with staff from across The Partnership’s departments to collect information and data to use in preparing compelling grant proposals and supporting documents.
• Write and submit grant proposals.
• Collaborate with program managers to submit grant reports as requested by each funder.
• Maintain records related to grant awards.
• Assist in writing Requests for Proposals and reviewing grant applications from Partnership-funded organizations.
• Perform all related duties and responsibilities as assigned.

Required Skills:
• Excellent verbal and written communication skills.
• Excellent organizational skills and attention to detail.
• Excellent project management skills with a proven ability to meet deadlines.
• Strong analytical and problem-solving skills.
• Proficient with Microsoft Office Suite.
Education and Experience:

- Bachelor's degree in Creative Writing, English, Journalism, Communications, or a related field.
- Work experience as a grant writer or similar role.

Physical Requirements:
- Frequently required to utilize hand and finger dexterity using a keyboard
- Frequently required to talk or hear