

Contract Grant Writer

Location: New York, NY preferred, but flexible to remote applicants

Application Deadline: Open until filled

Date Posted: 9/29/21

Job Type: Fundraising

Schedule Type: Contract, Part-Time



Organization Description

Immigrant Justice Corps (IJC) is the country's first fellowship program dedicated to meeting the need for high-quality legal assistance for immigrants seeking citizenship, other affirmative applications, and fighting deportation. Inspired by the late Judge Robert Katzmann of the U.S. Court of Appeals for the Second Circuit, IJC brings together the country's most talented law school and college graduates to provide high quality representation to low-income immigrants. IJC's two-year Fellowship program connects Fellows to the best legal services providers and community-based institutions nationwide who serve as host organizations for their Fellowships. The program also fosters a culture of creative thinking that engenders new strategies to reduce the justice gap for immigrant families, ensuring that immigration status is no longer a barrier to social and economic opportunity. Headquartered in New York City, IJC Fellows are working in more than 30 cities across 11 states nationwide. Since IJC's founding in 2014, IJC's legal support has impacted more than 80,000 immigrants and family members with a 93% success rate

Duties & Responsibilities

IJC is a dynamic, rapidly growing organization seeking a contract grant writer to support its institutional giving portfolio, with a focus on researching and writing proposals, grant reports, renewal requests, and letters of inquiry to foundations and other institutional funding sources. The successful candidate will be expected to work independently to leverage existing data and information to produce compelling cases for both general operating and project-specific support. This position will report to the IJC's Development Director, who will approve deliverables and scope of work. Key responsibilities include:

- Research, outline, and develop content for assigned proposals, reports, updates, etc., in collaboration and thought partnership with the Development Director.
- Collect and assimilate information in partnership with Program staff and IJC Fellows to generate content for proposals and reports.
- Work with IJC's Operations team to prepare financial reports and attachments.
- Research current and prospective funders and tailor content to the needs of each proposal to provide the strongest rationale for grant recommendation.
- Ensure that assigned grants are complete and submitted promptly.
- Work with the Executive Director and Development team to reinvent and modernize existing grant and donor language.
- Coordinate with Data & Analytics Manager to report on Fellow outcomes and services furthering our ability to meet program objectives.

- Support on foundation prospecting, as needed, by researching and generating prospect reports, providing input on viability on prospects, and updating the prospect pipeline as work progresses.

Training and Qualifications

The successful applicant will:

- Minimum of 3 years of previous grant writing experience, with a proven track record of success.
- Excellent writing skills for developing compelling and engaging grant content, as well as editing and proofreading skills.
- Proven ability to successfully manage projects from start to finish, multi-task, and prioritize projects to meet deadlines and fulfill overlapping deliverables on a weekly schedule.
- Superior self-organization, project management skills, and attention to detail.
- Strong analytical and problem-solving skills, and the ability to work independently to deliver on team goals and objectives.
- Ability to maintain the highest standards of confidentiality with sensitive information, including proprietary organizational information, personnel, etc.
- Excellent computer skills including MS Office Suite, Google Docs, Salesforce, Dropbox, and a general familiarity with online grant submissions portals.
- Strong commitment to the mission of IJC, including commitment to immigrant justice, racial equity, inclusion, etc.
- Familiarity with immigration, social justice, and/or direct legal services is a plus.
- Experience with government Requests for Proposals is a plus.

Compensation and Contact Term

IJC has budgeted \$75 to \$125 per hour depending on the experience of the consultant. The time commitment is expected to be 10-15 hours per week, for approximately 1 year with a possible extension.

How to Apply

Please email your resume, three references, a detailed cover letter, and a relevant writing sample of no more than 4 pages (previously written material is welcome and encouraged) to recruitment@justicecorps.org with "Contract Grant Writer" included in the subject line. We will review applications on a rolling basis until the position is filled.

IJC is an Equal Opportunity Employer - women, people of color, members of the LGBTQ+ communities, veterans, and people with disabilities are encouraged to apply.