

**FEDERATION OF PROTESTANT WELFARE AGENCIES
INTERNSHIP DESCRIPTION**

TITLE: Grant Writer

DEPARTMENT: Development & Communications Department

REPORTS TO: Chief of Development & Communications Officer

STATUS: Non-Exempt

DATE PREPARED: February 2017

ABOUT FPWA

FPWA's multifaceted programming creates transformative results for nonprofit staff and the places they serve. We advocate tirelessly on behalf of our membership network of 180 health and human service organizations through establishing poverty-reducing policies and programs that provide sustained results. Our capacity-building work enhances the impact of our member agencies to better provide services while simultaneously delivering immediate assistance to address their clients' urgent needs.

The Development & Communications team has a robust strategy to increase the revenue and visibility of the organization. The plans call for additional talent to join the team's efforts and these three roles are primed for those with an interest in growing their skills and knowledge of non-profit management, fundraising and event planning. All of the internship openings will provide hands-on experience and skills building in all aspects of development and communications that include but are not limited to; board management, donor cultivation and stewardship, major gifts, special events and brand building.

POSITION SUMMARY

FPWA is seeking a part-time Grant Writer to serve as a contracted member of the Development and Communications Team. FPWA is an anti-poverty, policy and advocacy membership organization whose mission is to promote the social and economic well-being of greater New York's most vulnerable by advocating for just public policies and strengthening human service organizations. We have three program units: Policy, Advocacy, and Research; Member Initiatives; and Faith Based Initiatives. The Grant Writer will contribute to raising funds from both private foundation, corporate and government sources for all three program areas. The Grant Writer will be responsible for:

- Crafting compelling written proposals and reports, often requiring the clear distillation and synthesis of complex material
- Develop a broad range of standard boilerplate descriptions or language for programs, organizational resources and services for inclusion in proposals, pitches and collateral

- Conducting external policy and programmatic research as needed
- Research new government and private funding prospects to expand FPWA's portfolio and attain revenue goals
- Collaborating with FPWA development and program staff as needed.
- Effective preparation of proposal budgets that align with proposal narrative

This is year-long contracted position which will report to the Institutional Giving Manager in addition to working cross functionally with the development team and program staff.

REQUIRED SKILLS:

Candidates must have demonstrated success in raising income through institutional giving and supporting building of a foundation pipeline.

The ideal candidate will possess exceptional writing skills, an inquisitive and creative mind, and must be organized and detail oriented. The position requires at minimum a BA and a minimum of three years of progressive experience working for a nonprofit institution, preferably in the public policy and/or social services field, in grant writing and research. The candidate should be familiar with nonprofit foundation and government fundraising strategies, policies and practices.

About FPWA

FPWA is an anti-poverty, policy and advocacy organization whose mission is to promote the social and economic well-being of greater New York's most vulnerable by advocating for just public policies and strengthening human service organizations. FPWA has a membership network of nearly 180 human service organizations and churches that operate over 1,200 programs throughout the New York City metro area. Together we serve over 1.5 million low-income New Yorkers of all ages, ethnicities and denominations each year.

TO APPLY:

Interested candidates should submit a cover letter, resume, and short writing sample to jobs@fpwa.org with the job title "Grant Writer".

No phone calls or other inquiries please. Only applicants selected for interviews will be contacted.

AN EQUAL OPPORTUNITY EMPLOYER

The Federation of Protestant Welfare Agencies is committed to employing people who reflect the diversity of our member agencies and the communities and people they serve.

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.