



## Grant Writer Job Description

This position at Acceleraise Corporation includes the following tasks and responsibilities:

### Overview:

Acceleraise Corporation is a fund development consulting firm based in New Orleans and specializing in fundraising and strategic advising for Black- and Brown-led nonprofits across the country. Acceleraise is seeking a full-time Grant Writer to join our team. This position is integral to the Central Business Department, dedicated to supporting Acceleraise and our nonprofit partners through expert grant writing, detailed reporting, and the creation of compelling fundraising materials.

The Grant Writer will be responsible for managing and developing a wide range of grant-related documents, including proposals, reports, and letters of inquiry, ensuring alignment with client needs and funding objectives. This role demands high-level writing and analytical skills to effectively secure funding and support our partners. The Grant Writer will also be involved in system and process enhancements to improve departmental efficiency and outcome tracking.

This position requires a proactive approach, with the manager frequently taking on projects with minimal guidance, contributing to new, forward-looking strategies that respond to dynamic organizational needs. The role offers an excellent opportunity for those who excel in managing multiple projects, enjoy writing and analysis, and are adept at working both independently and collaboratively under pressure.

The ideal candidate should be passionate about supporting visionary leadership within the nonprofit sector and committed to advancing racial equity. This role is based in New Orleans, and candidates must be local or willing to relocate.

**Salary Range:** \$60,000 - \$75,000

**Start Date:** Position is available July 1, 2024.

**Benefits:** Acceleraise offers a generous comprehensive benefits package.

- Employer-paid medical, dental, and vision insurance
- Flexible spending account (FSA)
- Flexible work policy
- 401(k) plan with 3% employer contribution and 100% immediate employee vesting

- 8 weeks (40 days) of annual paid time off (Note that Acceleraise does not observe holidays; however, employees may utilize PTO as they see fit to observe the holidays of their choosing).
- Up to 14 weeks unpaid leave of absence for parental leave or emergency medical conditions (Employee benefits including medical, dental, and vision insurance, continue during a leave of absence)
- Annual professional development stipend

### **100% Writing grant proposals, language, LOIs, reports, emails, and letters**

- Prepares proposals by identifying sources of information, gathering and formatting information, writing drafts, and identifying and communicating risks associated with proposals.
- Determines proposal concept by identifying and clarifying opportunities and needs and studying requests for proposals.
- Develops proposals by assembling information including but not limited to project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Meets proposal deadlines by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
- Coordinates requirements with contributors and contributes proposal status information to review meetings.
- Keeps thorough records of grant application activity via spreadsheets and/or project management software.
- Prepares grant reports by evaluating client outcomes, graphics, and updates.
- Writes original grant language for Accelerator Package clients.
- Writes language for pitch decks and corporate decks.
- Writes LOIs, emails, and letters (solicitations, acknowledgements, meeting requests, etc.).
- Obtains approvals by reviewing written content with a supervisor prior to submitting final products to the client for review.
- Updates job knowledge by participating in educational opportunities and maintaining personal networks.
- Accomplishes organizational goals by accepting ownership for accomplishing new and different requests, and exploring opportunities to add value to job accomplishments.
- Maintains professionalism at all times with fellow Acceleraise employees and clients.
- Other duties as assigned.

### **Job Requirements:**

- Bachelor's degree required.
- Master's degree preferred.

- Three years of experience in non-profit fundraising, including familiarity with moves management strategies and process
- Excellent time and priority management skills
- A critical thinker, able to develop creative solutions to internal and external problems
- Consulting or customer success experience preferred, not required
- Skilled at data analysis
- Highly organized, enjoy data and research, and able to manage multiple projects simultaneously
- Ability to work independently and efficiently
- Proficiency in Microsoft Office Suite, Google Suite, and experience with CRM and/or donor database software
- Accurate typing skills, strong attention to detail, and ability to work with numbers
- Possess strong interpersonal skills
- Track record of writing successful appeal letters and/ or grant proposals.
- Strong presentation skills
- Commitment to racial equity and Acceleraise's mission to develop, support, and sustain visionary Black and Brown-led non-profit organizations. Value alignment with Acceleraise is not negotiable.
- An understanding of the systemic barriers that our client partners are working to remove.
- Able to work in-person in our New Orleans office
- Access to reliable transportation

## How to Apply

To apply, send your resume to [hring@acceleraisecorp.com](mailto:hring@acceleraisecorp.com). Include a short description (1500 characters max) of your interest in joining Acceleraise and your readiness to succeed in the role.

*Acceleraise provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*