



NED Youth in Harmony

Grant Writer - Position Description



The NED Youth in Harmony Grant Writer will find & research grant opportunities, write and follow-up grants for NED youth programs such as HX Camp Northeast, and other youth programs and initiatives. The Grant Writer is a volunteer position, and reports directly to the NED VP, Youth in Harmony.

Major Areas of Responsibility

- Acquire a working knowledge of NED's youth programs and Youth in Harmony goals.
- Create a systematic approach to the process.
- Position NED Youth Programs as a viable and deserving recipient of funding.
- Find grant opportunities that are a good match.
- Research and apply for the grants.
- Report on progress at regular intervals.
- Provide necessary follow-up, post-award reporting and renewal tracking.

Primary Objectives

- To meet all requirements to secure funding from Harmony Foundation each year.
- To expand our grant revenue for HX Camp Northeast and other NED Youth in Harmony programs from new sources.

Specific Responsibilities of the Job

Acquire a working knowledge of NED's youth programs and Youth in Harmony goals

Utilize our internal resources to gain this background info. Particularly helpful contacts, which will be good resources are NED VP Youth in Harmony, NED VP Marketing & Public Relations, NED Treasurer and HX Camp Northeast Coordinator.

Create a systematic approach to the process

Review various tools and resources such as Grant Station, Society for Non-Profits snpo.org, fdo.foundationcenter.org, philanthropynewsdigest.org, greatnonprofits.org, etc. Decide what tools would help to obtain grants. If a tool would be valuable in helping to meet our goals, but has a cost, make a recommendation outlining the benefits and cost to the NED VP Youth in Harmony. Maintain a foundation calendar database of deadlines and other important dates. As you fill grant applications, build a library of application answers/text clips that can be tweaked and re-used.

Position NED Youth Programs as a viable and deserving recipient of funding

Determine what sort of marketing materials and PR opportunities are needed and work with the NED VP Marketing and Public Relations, who will produce them. Determine directories that we should be listed in—note certain directories, such as GuideStar require financial information, and must be coordinated with the NED Treasurer.

Find grant opportunities that are a good match

Seek out corporate, government and foundation grants and sponsorships with goals that align with the benefits that we offer. Look for opportunities in Canada, as well as the US, since NED extends into a portion of Canada. Maintain a “wish list” of our “fundable” programs/projects and for each its “fundable” components/items. Review what type of projects and items the various target organizations fund per their goals and past awards. Then make matches.

Research and apply for the grants

Do preliminary research on the grantors to learn about general and historical background, goals and other information that will help assure success. Write coherent, organized and compelling proposals.

Report on progress at regular intervals

Communicate regularly with the NED VP, Youth in Harmony about opportunities, progress, successes and requests for assistance.

Provide necessary follow-up, post-award reporting and renewal tracking

Document the requirements of each grant award in such a way to be certain that they are all met. If information/input is needed from others keep the NED VP, Youth in Harmony in the loop and request assistance if needed. Maintain a practice of going the extra step with goodwill builders like thank you notes, showing grantors what their contribution has accomplished, etc. For grants that are renewable, track and meet all requirements and deadlines necessary to renew.

Grant Writer Qualifications

- Outstanding verbal and written communication skills
- Excellent organizational skills and attention to detail
- Aptitude for time management and ability to meet deadlines
- Good interpersonal skills
- Grant writing experience or an eagerness to learn
- Competency in web-searching, Word and Excel
- Creative thinker
- Any knowledge of Canadian funding sources and/or the Canadian education system is a bonus

Additional Note

There would be no requirements of the Grant Writer during the week of HX Camp-- most work is done beforehand. The only "week-of" tasks might be collection of certain statistics, maybe specific photos, collection of particular quotes/references/surveys, or other info needed for after-camp close-out docs/reports. If the Grant Writer provides a list of any of these specific items needed, we have staff that can take care of such collection.

Interested Applicants should contact:
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