



Grant Writer

EXEMPT: Full-time / Salaried
REPORTS TO: Development Director, Safe & Sound, Inc.

ORGANIZATIONAL SUMMARY:

Safe & Sound has been dedicated to improving public safety in high crime, low-income Milwaukee neighborhoods since 1998. With a budget of approximately \$2.3 million and 29 staff members, we engage Milwaukee residents and youth in proactive neighborhood safety and revitalization efforts utilizing an award-winning, three-part approach combining **community organizing, youth development and public safety**. Safe & Sound is unique in the nation as a non-profit, civilian organization that utilizes research and evaluation to inform street level community engagement strategies.

POSITION SUMMARY:

Under the direction of the Development Director, the Grant Writer is responsible for identifying funding opportunities for Safe & Sound by writing proposals to government, corporations, foundations, and other grant-making organizations. This position requires the ability to persuasively communicate Safe & Sound's mission and programs. The Grant Writer will act as Safe & Sound's primary contact for grant writing, policies, reporting, and submission, to ensure compliance with federal, state, local, and private grant systems.

The Grant Writer will assemble and submit grant requests, establish and maintain relationships with contacts through donor cultivation and stewardship, conduct prospect research, and maintain a grant calendar of submissions and other deadlines.

The Grant Writer will research and vet funding opportunities from government and private philanthropic sources, providing recommendations for "best fit" opportunities". The Grant Writer will work with the development and program staff to capture information that will be shared with donors, partners, and stakeholders.

In addition to writing and reporting, the Grant Writer will work with the Director of Development to ensure accurate, timely, efficient and compliant processes for the entire grant life cycle (research, proposal, evaluation, and tracking) using our donor database, eTapestry.

Requirements:

- Reside in the city of Milwaukee within 90 days of employment.
- Bachelor's Degree
- 3-5 years' experience in grant writing



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GENERAL DUTIES:

- Provide general support of development staff and work on special projects (and events) as needed.
- Make appointments with foundation officers and other prospects and arrange for onsite/offsite meetings with the Executive Director as needed.
- Work collaboratively with all program staff.
- Perform all other duties as assigned.

IDEAL SKILLS AND QUALIFICATIONS:

- Clear and concise written skills
- Critical thinking and analysis skills
- Strong interpersonal and relationship-building skills
- Anticipates challenges and adjusts as needed
- Maintains professionalism under pressure
- Ability to multi-task and juggle competing priorities while adhering to deadlines
- Deal with confidential materials and records with discretion
- Foster productive relationships with colleagues, funders, vendors, and other constituents to drive the goals of the greater organization
- Strong verbal communication skills indicating a high level of professionalism
- A valid Wisconsin driver's license and daily access to an insured car

Salary: \$50,000 annually