



Grant Writer
Job Description
June 2021

EXEMPT: Full-time
LOCATION: 801 W. Michigan, Milwaukee, WI 53233
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 responsible for developing fundraising strategies around current and potential funders, writing grant proposals to foundations, corporate foundations and other grant-making organizations, and will persuasively communicate Safe & Sound's mission and programs to funders. The Grant Writer will assemble and submit grant requests, establish and maintain personal contact and relationships with foundation contacts, conduct prospect research, and maintain a calendar of submissions and other deadlines.

The Grant Writer will act as Safe & Sound's primary expert for its grant making process including grant administration policies, systems, grant writing/reporting and submission and proper documentation to ensure compliance, incorporate best practices, and ensure excellent donor cultivation and stewardship.

The Grant Writer will research and vet funding opportunities from federal, state and local government, as well as private philanthropic sources, and make considered recommendations for "best fit" opportunities".

The Grant Writer will work with the Director of Development to ensure accurate, timely, efficient and compliant processes for the entire grant life cycle from proposal to evaluation to include tracking grants using internal reporting system (eTapestry), write proposals and reports, and maintain excellent grant records.

The Grant Writer will work with the development staff and others as needed to improve the organization's fundraising strategies including the annual appeal, annual event, corporate sponsorships and donor communications.

Residency: Successful applicant must reside in the City of Milwaukee within 90 days of employment.



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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:

- Bachelor's Degree
- 3-5 years' experience in grant writing
- 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 Range: \$45,000 - \$50,000 per year

Interested candidates should submit a formal resume, cover letter and three professional references to Bridget Whitaker at - bridget@safesound.org