



Position Description: Grant Writer

Location: New York City

Reports to: Director of Corporate and Foundation Grants

About NPower

NPower's award-winning technology training programs serve under resourced young adults and military veterans with curriculum informed by industry leaders and labor market trends.

We address primary barriers that our young adult and veteran communities face. Beyond free technical classes, our career training programs provide in-demand certifications within weeks, professional networking and mentorship with business leaders, soft skills coaching, job placement assistance, transit assistance, and an opportunity for graduates to give back to the program via our professional volunteer network.

Volunteerism is integral to the success of our programs. Our IT industry professional volunteers inspire the next generation of technology professionals by offering their time and knowledge to high school students and non-profits.

POSITION SUMMARY

Reporting to NPower's Director of Corporate and Foundation Grants, this is an opportunity to be part of a dynamic period of growth by a leading organization in workforce development. This position will support the expansion of NPower's growing portfolio of programs by developing successful, data-driven grant requests to private and corporate foundations. This position offers the opportunity to work with Fortune 500 companies and high profile private foundations located throughout the United States.

RESPONSIBILITIES

- Develop, write, and submit LOIs, proposals, and reports to foundations/corporations
- Identify new institutional funding sources that increase and diversify NPower's funding base
- Maintain portfolio of proposal and report submissions using the Salesforce CRM platform, ensuring that all deadlines are met
- Work closely with staff to gather data for proposals and reporting
- Steward relationships with foundation/corporate staff related to grant funding, including prompt follow-up to all inquiries and other communications
- Plan and prepare for foundation/corporate meetings and prepare/coordinate follow-up materials
- Research new foundation/corporate funding sources to support current and new initiatives
- Support other NPower fundraising activities as needed
- Attend fundraising and other agency events
- Provide support to CEO and Chief Development Officer as needed

QUALIFICATIONS

- Excellent writing and proofreading skills
- Ability to describe complex concepts or programs in concise yet impactful terms
- A minimum four years of foundation/corporate grant writing experience
- Track record securing funding from foundations/corporations leading to six-figure grants
- Excellent organizational and time management skills, with attention to detail, accuracy and pacing
- Proven ability to implement program data and other supporting research into grant requests
- Knowledge of fundraising information sources and research tools
- Conversant with program budgets
- Demonstrated ability to manage multiple long and short term projects

- Fundraising experience for one or more of the following fields strongly preferred: workforce development, volunteer services, and veterans affairs
- Ability to work independently while also taking explicit direction from supervisor
- Strong knowledge of Microsoft Office including Word, Excel, and PowerPoint
- Knowledge of Salesforce or equivalent CRM database.
- Bachelor's degree

Compensation and Benefits

- Competitive salary commensurate with position and experience

How to Apply

- Please submit a cover letter and resume via email to: gary.scharfman@npower.org

As an equal opportunity employer, NPower encourages diversity and does not discriminate in employment on the basis of age, race, color, creed, gender, religion, marital status, national origin, disability, or sexual orientation.