



**Elevate Youth**  
*Strengthening Mentorship  
Through the Outdoors*

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**Job brief:** We are looking for a Grant Writer (part time) to join our team and lead our efforts in securing funding to help our organization grow sustainably.

A Grant Writer's responsibilities include researching grant opportunities, writing compelling grant proposals to acquire funding, and working with our leadership team to ensure we have enough capital each year. Ultimately, you will work with our leadership team to understand our financial needs and ensure we attain funding.

**Grant Writer responsibilities include:**

- Developing relationships and collaborating with key stakeholders
- Displaying adherence to the organization's mission
- Maintaining proficient knowledge of the organization's history and programs
- Assist with the execution of the development department's strategy.
- Identify grant funding opportunities.
- Write, submit and manage grant proposals

**Requirements and skills**

- Proven work experience as a Grant Writer or similar role.
- Exceptional organizational and writing skills.
- Excellent knowledge of fundraising research & strategic development.
- Experience with measuring and attaining revenue metrics.
- Proficiency with MS Office Word and Excel
- Bachelor's degree in creative writing or a related field, and/or completion of an accredited grant writing course.

## **Compensation**

- This is an hourly position with a range of \$22-\$27 based on experience.
- 15 hours per week.
- Can be fully remote.

**\*\*Please send cover letter and resume to [alec@elevate-youth.org](mailto:alec@elevate-youth.org)**