



Grant Development Manager Part-Time 20-25hrs

Description:

The grant writer is a part time position that reports directly to the executive director and the ISLA board of directors. The grant writer will be responsible for researching, writing and coordinating the grant application process: management of proposals and maintaining the evaluation of grants received. Planning, implementation and reporting all grant activities.

Duties and responsibilities but are not limited to:

- Coordinate, compile and submit applications.
- Write high-quality grant proposals narratives.
- Responsible for researching, collecting data and writing of each grant.
- Organize and manage standard attachments for grant proposals and reports.
- Manage grants calendar and activities.
- Write continuation/legacy grant proposals and reports from beginning to end, in collaboration with ISLA's Executive Director. Monitoring follow ups on the progress of submitted proposals.
- Work with staff to compile financials and data.
- Work with interns to research new grants, contract opportunities, organize prospect finding and priorities.
- Support development of new and large grant opportunities as requested by the Executive Director.
- Develop annual grant strategy.
- Perform other duties as assigned.
- Meet annual grant goal for ISLA program development.

Qualifications:

- A minimum of 2 years experience in research and grant writing; non profit experience a plus.
- Demonstrated ability to write successful grant proposals.
- Knowledge of Triangle and North Carolina foundations and corporations.
- Detail-oriented, deadline driven.





- Clear, precise and compelling writing skills.
- Motivated self started with the ability to work independently, with purpose and accuracy in a fast paced environment.
- High proficiency in all areas of Microsoft office, Mac and other operating systems.
- Demonstrated evidence of willingness and ability to make asks.
- Ability to communicate, collaborate, lead, and report to a diverse group of teammates and stakeholders.
- Alignment with ISLA's mission to build community and leadership through educational Spanish language and cultural immersion programs
- Demonstrated knowledge of the nonprofit sector and the adaptability required to achieve the mission.
- Bilingual in Spanish and English, both written and verbal communication, preferred.
- Have a high-level of organization, prioritization, communication and listening skills.
- Contribute to building a positive working environment; support everyone's efforts to succeed with a high sense of urgency.
- Ability to handle confidential matters with the utmost discretion, integrity and high levels of discretion.

To apply, submit your resume and cover letter, with your salary expectation, to jenice@laislaschool.org

ISLA is an Equal Opportunity Employer and does not discriminate in its employment decisions on the basis of any protected category. ISLA is committed to diversity, equity, and inclusion.

