



POSITION AVAILABLE

Grant Writer (Part-time, Contract Position)

The Aliveness Project is a community center that provides on-site meals, food shelf, integrative therapies, case management and other programs to the HIV/AIDS community. The mission of The Aliveness Project is to encourage self-empowerment and provide direct services for persons living with HIV/AIDS.

Title: Grant Writer

Reports to: Executive Director

Purpose: The Grant Writer position engages research, preparation, and submission of grant proposals to local, state, and federal entities as well as private foundations and corporate organizations. This is a part-time, contract position. The grant writer will complete most of work from home office.

Major Responsibilities:

- A. Research and identify new funding sources (federal, state, local, corporate, private foundations).
- B. Meet with Executive Director and program staff to strategically match prospective funding sources with existing and emerging program needs.
- C. Work closely with Executive Director on conceiving and organizing grant applications.
- D. Gather necessary input from appropriate program staff relating to program description and needs.
- E. Draft inquiry letters and funding requests; submit to appropriate program staff and Executive Director for feedback; incorporate edits/changes.
- F. Collect appendices, data, letters of support, memos of understanding, and budget materials for inclusion in proposal package.
- G. Compose appropriate cover letters.
- H. Complete submission process, i.e., collating, photocopying, packaging and mailing and/or electronic submission.
- I. Track and generate grant updates and progress letters/reports for specific grants.
- J. Other related duties as assigned.

Desired Education and Experience:

Bachelor's Degree; and at least two years of experience in writing experience in area(s) of HIV/AIDS, social services, education, and/or mental health.

Qualifications:

- A. Must be able to demonstrate successful track record of grant research, preparation and submission to diverse funding sources (local, state, federal, private, corporate funders).
- B. Must have thorough knowledge and understanding of the grant process. Familiarity with local funding sources is a plus.
- C. Excellent written and verbal communication skills.
- D. Good interpersonal skills; ability to work collaboratively with staff, volunteers and members.
- E. Good organizational skills.
- F. Knowledge of HIV/AIDS other related issues.
- G. Valid driver's license and reliable transportation. Prefer candidate who can work from home.
- H. Ability to lift at least 40 pounds.
- I. Previous experience using PC computer systems (Microsoft Word, Access, Excel), Internet, and e-mail programs.

Hours: 10-20 hours per month; most of grant writing work will be done from home office.

Salary: Negotiable, depending on previous experience. This is a contract position. No benefits are provided with this position.

To apply, please submit resume with cover letter to:

The Aliveness Project, 730 East 38th Street, Minneapolis, MN 55407

PH: 612-822-7946

FAX: 612-822-9668

www.aliveness.org