Grant Writer – Description of Role

Do you want to help diversify and strengthen the tech field in Boston? Do you want to empower people of color, women and other underrepresented groups to find creative and high-paying careers in software? Join us!

CodeSquad is seeking a part-time Grant Writer to support its mission to train adults from Boston's low-income communities of color and help them launch new careers. Reporting to the Executive Director, the Grant Writer will be responsible for identifying grant opportunities, drafting and editing proposals, communicating with funders, and tracking compliance and performance against goals.

About us

CodeSquad (www.codesquad.org) is a non-profit organization that trains adults from under-represented communities to become full-stack web developers and launch a new career. To accomplish this, we provide a free, 18-week learn-to-code bootcamp, targeted at applicants who are people of color and come from disadvantaged backgrounds. After graduation, we work with participants to find them full-time software jobs and internships at companies in Greater Boston.

Job Responsibilities

Specific responsibilities for this position include:

- Research and identify funding opportunities from private foundations, corporate charities, and relevant state and federal government funders
- Track due dates and provide visibility to senior staff on deadlines and status of proposals; maintain the CodeSquad Grants Calendar
- Draft, edit and submit proposals in collaboration with senior staff
- Attend weekly meetings with senior staff, schedule to be determined
- Maintain positive, professional and proactive communication with funder representatives at all times, to build relationships and satisfy funder needs
- Track compliance and performance against grant proposal goals

Qualifications

- 1-2 years of relevant writing experience
- Experience in fundraising, communications or a related field preferred
- Bachelor's degree preferred
- Compensation is at a competitive hourly rate, based on experience

Note: This is a predominantly remote position. When public health conditions allow, occasional in-person meetings may be required.

How to Apply

Please send a thoughtful cover letter explaining why you think you are qualified for the position, along with a resume to info@codesquad.org. We are an equal opportunity employer.