

Title: Grant Writer

Location: Minneapolis Avenues

Type: Full time

Hours: 40 hours per week

Reports to: Director of Development

Deadline: Open until filled

ORGANIZATIONAL INFORMATION:

Avenues partners with youth experiencing homelessness to achieve their dreams. We do this by providing short-term and long-term supportive housing, along with supportive services for youth experiencing housing instability and homelessness. We strive to do that in a safe and nurturing environment through a social justice lens. Through such service, Avenues seeks to support youth and young families while they define their experiences, life dreams and futures. Our work takes into account historical trauma, systems of oppression and intersectionality while being grounded in the power of resiliency, healing and community.

This position is part of a five person development team. The grant writer will be responsible for researching, writing, and coordinating the grant application process, tracking, and grant reporting.

ESSENTIAL RESPONSIBILITIES:

- Responsible for all activities related to preparing, submitting, and managing grant proposals and grant reporting
- Maintain current records in database and paper files, including grant tracking and reporting
- Work with department managers to compile financials, data, and narratives for proposals
- Work with leadership and program staff to determine funding needs
- Conduct research to identify, cultivate, and solicit new grants
- Plan and coordinate site visits
- Develop and maintain a proposal calendar

QUALIFICATIONS:

- Clear, precise, and compelling writing skills, and a minimum of two years of demonstrated success with writing grant proposals
- Experience in donor database management

- Knowledge of research techniques for grant prospect research
- Detail oriented, organized and deadline-driven
- Ability to work independently and as part of a team
- Knowledge of basic fundraising strategies

OTHER INFORMATION:

Employment Status: Full-time, salaried, exempt

Hours: 40 hours per week

Location: Office will be based in Minneapolis, but local travel will be required to other sites

TO APPLY: Send cover letter, resume, references and salary requirements to Anna Bergreen, Director of Development at abergreen@avenuesforyouth.org.

No phone calls, please.

Persons of color are encouraged to apply.

Avenues for Homeless Youth is an Equal Opportunity Employer.

www.avenuesforyouth.org • 1708 Oak Park Avenue North, Minneapolis MN 55411