

Grant Writer (Part-time)

CASA Lake County is seeking an experienced Grant Writer to support the organization in a part-time capacity. Reporting primarily to the Development Director, the Grant Writer will assist the Development Team through the writing, revising and submission of grant proposals. The Grant Writer will also manage aspects of the post-award responsibilities including some grant reporting.

The position is well-suited for candidates with exceptional writing and interpersonal skills, experience in non-profit fundraising and communications, and a passion for the work and mission of CASA Lake County. This position is available either contractually or on a part-time, hourly basis. The role offers significant schedule flexibility and includes the opportunity to work from home.

Responsibilities

- Research and analyze prospective funding opportunities.
- Collaborate with leaders throughout the organization to develop the content for grant proposals
- Write and edit grant proposals for a variety of funding sources (government, foundation and corporate awards).
- Coordinate the full range of activities required to prepare and submit grant proposals.
- Conduct case-building research (analysis of demographic trends, educational research, pulling and analyzing data) to support grant proposals.
- Communicate and maintain relationships with funders and funder prospects
- Maintain a calendar of grant opportunities, pending applications, and post-award reports that is shared with senior staff.
- Partner with relevant organizational staff to build project budgets to accompany grant narratives.
- Support the Advancement Team in the evaluation and reporting on the organization's grant writing system (e.g., grants submitted, grants accepted).

The successful candidate will have the following experience and attributes:

- A strong, demonstrated interest in CASA's mission.
- Bachelor's degree required.
- Must live in the Chicago/Chicago Metropolitan area as you will need to be able to make weekly visits to our office.
- Experience writing, revising and submitting successful grant proposals to a variety of funders.
- Outstanding written and verbal communication skills.
- Excellent project management and organization skills.
- Comfort with technology, including Word, Excel, Adobe, and Google suite.
- A self-reflective and positive disposition with a focus on continuous growth and improvement for self and others.
- A track record of taking personal responsibility for ensuring high-quality work and associated outcomes.
- Comfort with self-motivating and working independently when necessary.

Salary and benefits available commensurate with skills and experience.

How to apply:

Please submit a cover letter and resume to Development Director Brendan Siegfried at bsiegfried@casalakecounty.com