



JOB DESCRIPTION: Grant Writer

The Downtown Boxing Gym Youth Program (DBG) is a nonprofit after-school program for students aged 8-18. Through education, athletics, mentorship and intervention, the Downtown Boxing Gym empowers Detroit students to become positive and productive members of society.

Our work in the fund development department ensures that the young people we serve have all of the resources they need to be successful. We believe in Family, Trust, Respect, and Commitment and we show up. EVERY DAY. As a growing nonprofit, DBG is an 'all hands on deck' organization that remains nimble, in order to best address the needs of our students in every way possible. We are proud of our diverse team and hold equity as a standard for our colleagues, students, families, and community. While our work is incredibly meaningful and demands the highest level of integrity, we also offer a casual environment, and we love to have fun!

DBG is seeking a **full-time Grant Writer** to research, compose, track, and report on all grant submissions for the fund development department. The Grant Writer will engage in a collaborative writing process with fundraisers and program leaders by creating a portfolio of funding proposals, letters of interest (LOIs), reports and other funding materials. This role reports directly to the Development Director and is an integral part of the fund development team. For consideration, please include a cover letter, résumé, and three references when applying for this position.

COMPENSATION

Job Type: Full-Time | Schedule: Monday through Friday, 9:00am - 5:00pm, may include evenings and weekends as required to meet deadlines

Salary: \$45,000 - \$50,000

Benefits: All full-time employees are eligible to receive healthcare benefits, paid time off, 401(k) with company matching and company paid short-term disability coverage. Professional development opportunities available and encouraged.

RESPONSIBILITIES

- Research and evaluate grant opportunities for program and capacity alignment, and make recommendations for pursuit of grant funding
- Gather and organize data for evidence of need and current social and political environments
- Collaborate with team members to gather pertinent program information and goals for outcomes and outputs for submissions, and disseminate details for awarded grants, including measurement plans
- Compose and edit grant proposals, letters of intent, concept papers, and grant reports with strict adherence to deadlines
- Maintain Salesforce database, including grant submissions, budgets, agreements, reports, deliverables, financial, and other relevant documents
- Compile and maintain narrative and data resources to ensure cohesive voice and metrics
- Assist with grant budget tracking and reporting
- Ensure foundation inclusion in media materials and year-end materials, as required
- Prepare Salesforce reports, and analyze and track outcomes against annual budget goals
- Execute annual fundraising efforts acquired through foundation and corporate foundation grants
- Maintain grants calendar
- Attend grant information meetings and build relationships with foundation partners



QUALIFICATIONS

- Bachelor's degree and 3-5 years of experience in a fund development or sales position, or relevant experience
- Project coordination/management experience
- Self-motivated professional with a proven record of success
- Skillful interpersonal and communication abilities are essential, both written and verbal, for diverse audiences, including writing, editing, and proofreading skills
- Top notch work ethic, with confidence, initiative and enthusiasm
- Unwavering dedication to youth development
- Creative approach to problem-solving and industry trends
- Strategic, big picture perspective and attention to detail
- Demonstrated high-level organizational skills
- Enthusiastic ability to work collaboratively with and appreciate diverse team members and constituents
- Outstanding time management skills
- Be respectful of all staff, students, family and our community
- Able to rapidly adapt to changing situations

Great to have:

- Knowledge of Salesforce or other CRMs
- Experience with proposal budgets and financial reports
- Marketing, communications, business development experience
- Prior experience with youth development, out-of-school time programs, or educational environments
- Previous engagement with low- to moderate-income families

DBG is an equal opportunity employer.

**At DBG we go above and beyond,
not because we have to, but because we want to!**