

## **Grant Writer – Position Description**

### **About NE FIRST®:**

NE FIRST is the operational partner for the FIRST® Robotics Competition (FRC®) in the six New England states providing innovation learning opportunities to more than 6,000 young people in the region.

### **About FIRST®:**

#### Mission

The mission of FIRST is to inspire young people to be science and technology leaders, by engaging them in exciting Mentor-based programs that build science, engineering, and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

#### Vision

*"To transform our culture by creating a world where science and technology are celebrated and where young people dream of becoming science and technology leaders."* Dean Kamen, Founder

#### Methodology

Engage kids in kindergarten through high school in exciting, Mentor-based, research and robotics programs that help them become science and technology leaders, as well as well-rounded contributors to society.

NE FIRST is growing and is looking to add a part-time grant writer to the New England regional operations team. The successful candidate will be responsible for researching grant opportunities, writing proposals and applications for both unrestricted and restricted projects and managing the NE FIRST base of donors including the submitting of timely and accurate reports for all existing funding.

### **Major Responsibilities:**

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Work to gather information necessary to report to corporate/foundation funders on current grant programs.

- Comply with all grant reporting as required by foundation/corporate donors.
- Provide stewardship to current donors, including work with Grants & Research Manager to provide regular written updates (newsletters etc) to corporate and foundation donors.
- Understanding of institutional history and programs.
- Make appointments for the Executive Director and members of the Board to meet with key sponsors and prospects
- Maintain current records in the database, including grant tracking and reporting.
- Assist with other fundraising projects as requested
- **Knowledge and Skills:**
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge of fundraising information sources with knowledge of FIRST or other educational/workforce development a benefit.
- Experience with proposal writing and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong contributor in team environments
- **Qualifications:**
- Minimum of two years experience with grant writing.
- Previous experience with non-profit fundraising.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Able to monitor and meet income goals.
- Knowledge of Microsoft Office and the on-line grant application environment
- Knowledge of Salesforce which is the donor-management system used by NE FIRST a benefit

### **Work Environment/Salary**

- Flexibility to work from home with the understanding that regular office visits to the organizations Bloomfield, CT office a requirement
- Position is part-time, un-benefitted
- Salary negotiable based on relative experience of the candidate
- References available upon request