

Junior Achievement Grant Writer

Job Summary

Junior Achievement of Middle Tennessee (JA) is seeking a seasoned writer to join our development team. This position will assist with research, writing, packaging, reporting and managing several grants simultaneously. The Writing and Research Coordinator will also be expected to research and seek out new funding opportunities and to manage the grant submission calendar for JA of Middle Tennessee to maximize the best opportunities for the organization. Some of the writing projects will also include a PR and marketing focus in order to maintain JA of Middle Tennessee's social media presence as well as press releases and media alerts.

Job Responsibilities

1. Research grant opportunities and new funding sources that support education, financial literacy, workforce development, soft skills and career readiness.
2. Create and manage a viable grants/funding calendar that includes all aspects of the grant process from submission to reporting and appropriate stewardship.
3. Write grant submissions, file applicable reports and conduct any follow-up from year to year for each funding source.
4. Write press releases and media advisories as needed.

Qualifications

A Bachelor's degree in communications, English, professional writing or a similar major preferred. Outstanding grammar and research skills are essential. Writers who have experience in the non-profit sector and who are familiar with the Middle Tennessee funding community is key. A proven track record with grant writing is a must. Experience with database management, such as Raisers Edge, is desirable.

Additional Information

Benefits

Position is part-time, up to 20 hours a week – schedule can potentially be flexible

Hourly: \$15/hour

How to Apply

Please send an introductory e-mail (in lieu of a cover letter) plus the following attachments: resume and writing sample (preferably a successful grant submission) to racheld@janash.com with the subject line: GRANTS.

Submissions will be accepted through Friday, August 20th with a one week review period and calls for interviews to start on Monday, August 30th.

Please, no phone inquiries.