



JOB ANNOUNCEMENT – GRANT WRITER, PART-TIME

Bayview Overview

Bayview Foundation, Inc. is a nonprofit organization that provides affordable housing and supportive services to residents living in Madison’s beautiful and historic Triangle Neighborhood. At the center of the neighborhood, Bayview operates a comprehensive community center that provides culturally relevant and responsive educational, recreational, and cultural programs and services.

After years of in-depth planning with residents and community leaders, Bayview is in its final year of a phased, three year plan to rebuild the 6.4 acre property. By early 2025, the new Bayview will feature 130 apartment and townhouse units, providing affordable, dignified housing for up to 500 residents. The campus also features a stunning new neighborhood center that serves the entire neighborhood, as well as green space for residents and neighbors to gather, grow food, and relax.

You can find more information about Bayview and the redevelopment project on our website: <https://www.bayviewfoundation.org/in-the-news>.

Position Summary

The **Grant Writer** will be responsible for the identification of funding opportunities and the development, writing, and submission of grant proposals. Efforts will be primarily focused on, but not limited to, significant programmatic funding opportunities from federal, state, local, and private sources.

Hours and Compensation

The Grant Writer is a part time 20 hr/week position with an hourly rate of up to \$25/hr. Prorated PTO (sick, vacation, personal days, and holidays.) Flexible work schedule within regular business hours.

Duties and Responsibilities

- Create compelling, persuasive, well-structured grant narratives through the use of effective storytelling, and relevant data.
- Identify and develop strategic relationships for grant partnerships. Participate in collaborative efforts with universities, organizations, and projects.
- Lead and coordinate the researching, development, writing, packaging and submission of grant proposals.
- Maintain and contribute to data organization systems, including departmental databases. Update and contribute to shared team resources.
- Undertake internal and external research to identify funding sources as well as gather statistical, analytical and anecdotal data.
- Perform other duties as assigned, to include - at times - requiring flexibility in work hours.
- Pre-award grant tracking.

- Participate in the development of overall fundraising.

Qualifications

- Degree in Communications, English, Journalism, and/or a related field
- A minimum of two years experience in grant writing
- Talent for translating complex topics into clear, concise, and compelling content
- Excellent knowledge of proposal submission and fundraising processes
- Ability to study and understand programs and funding requirements of the organization
- Strong research skills and knowledge of information sources
- Multitasking, organizational, and time management skills
- Ability to handle confidential matters with utmost discretion

Requirements

- Proficient in Microsoft Office applications and Google Suite
- Excellent organizational skills and attention to detail
- Commitment to social justice, racial equity, and anti-racism

To Apply

Submit the following application materials to Bayview Foundation email at:

employment@bayviewfoundation.org with **Grant Writer** in the subject line. Bayview's team will review all applications and if we believe your qualifications would make a good fit, we'll contact you to schedule a phone interview. Application packets must include the following:

- 1) Resume
- 2) Cover letter describing your experience and qualifications specifically related to this role.

Preference will be given to applications received by April 22, 2024. No faxes or phone calls.

Bayview's interview process for this position will include the following steps:

Step 1: Phone Interview - learn more about the role and share your experience (~30 minutes)

Step 2: In Person Interview (~ 1 hour)

Step 3: Reference Checks

Step 4: Possible follow-up interview and/or team meet & greet

Bayview is an Equal Employment Opportunity/Affirmative Action Employer.