

# WRITERCOACH CONNECTION

## **WriterCoach Connection Grant Writer**

WriterCoach Connection is an Oakland-based nonprofit with trained community-based coaches who engage middle and high school students to think critically and express their ideas confidently in writing. Our volunteer coaches bring their commitment to public education and passion for writing to our students. We focus on underserved schools and meet students where they are academically and emotionally. To support teacher instruction and to ensure equity in the classroom, our coaches provide individualized online attention to every student in the class.

Our vision is that all students discover the power and richness of their own voices and learn to communicate their ideas with clarity and confidence to enable them to participate successfully in personal and academic challenges, career options, and community conversations. We know that when these students succeed, the entire community benefits.

## **The Job Description**

The Grant Writer reports to the Development Director and will work in partnership with her to identify grant sources, write proposals and monitor the grant lifecycle. The successful candidate is an independent worker who can get results! Experience writing and securing grants in the education sphere is required. Our goal is to grow the organization to serve 10,000 students in the next few years and to obtain the necessary funding to make that happen.

This is a contract position that has the potential to become a permanent position if the candidate desires and funding can be secured.

## **Scope of Work**

- Research grant opportunities in the education arena and suggest other fields that may also be appropriate
- Communicate with foundation personnel
- Identify new sources for funding
- Write and submit LOIs and proposals for funding
- Maintain a grant calendar with deadlines and to monitor progress
- Meet all deadlines for proposals and reports
- Collaborate with the Development Director or other staff as she determines to properly position the organization, and its work, mission and values

**Qualifications**

- At least 3 years of experience and a successful track record in securing five- and six-figure grants from education-oriented foundations, corporations and/or government funding sources.
- Experience managing a grant calendar for multiple contributors that is intuitive in design and easy to understand.
- Proven ability to meet all deadlines.
- Existing relationships with funders in the education sphere highly desirable.
- Strong writing and verbal communications skills.
- Personal commitment to the values of our organization: diversity, equity, inclusion, excellence and empathy.

**Range of Pay**

Dependent upon experience and track record of success.

We are an actively anti-racist organization committed to ensuring that people from any background or ethnicity have the opportunity to succeed in academics and in life.

**Read More About Us**

[www.writercoachconnection.org](http://www.writercoachconnection.org)

**Apply**

Please send a cover letter and bio including track record to  
maureen@writercoachconnection.org