Employer: North Lawndale Employment Network
Position: Grant Writer
Reports to: Director of Grants and Research
Status: FTE, minimum 40 hours/week
Hire Date: July 2022

Organizational Description
The North Lawndale Employment Network is a comprehensive workforce development non-profit on Chicago’s West Side that operates two social enterprises: Sweet Beginnings, the premier social enterprise committed to providing transitional jobs to formerly incarcerated individuals and producer of beelove® honey and skincare products, and the beelove café, a new community café providing coffee, tea, and specialty drinks in the North Lawndale neighborhood.

Our Mission
Our mission is to improve the earnings potential of the North Lawndale community through innovative employment initiatives that lead to economic advancement and an improved quality of life for residents.

The Opportunity
We are in search of a Grant Writer to join a dynamic and passionate team of writers and strategic thinkers to help move the mission of North Lawndale Employment Network to the next level.

Key Responsibilities

Grant Writing and Management

- Manage NLEN’s diverse and growing foundation portfolio (currently around 50 funders at $3.5 million annually) to ensure timely submission of proposals, renewals, and reporting requirements for current and potential grants (both project-based and general support).
- Develop and write compelling, substantive, outcomes-oriented, multi-year proposals and reports, collaborating across programs to develop project narratives, objectives, and deliverables that are aligned with NLEN’s mission, strategic priorities, and capabilities. Additionally, work with the Finance Department to ensure accurate accompanying budgets.
- Collaborate with relevant staff, soliciting, sharpening, and distilling relevant material for proposals and reports; coordinating the drafting processes and review loops; and delivering high-quality, timely final products to relevant entities.
• Contribute to and support processes and procedures that improve the efficiency of the development team and its interactions with the rest of the organization.
• Organize all grant files according to established protocols.
• Serve and participate in relevant community-based committees as needed.
• Ensure compliance with internal procedures and donor regulations.

Qualifications
• Work/educational experience:
  o At least 5 years of professional experience in a fundraising/grants management role.
  o Proven experience securing multi-year proposals valued over $200,000 and managing a portfolio of grants with competing deadlines.
• Prior experience in a non-profit setting.
• Excellent writing skills; ability to write compellingly about technical subjects
• Strong computer skills, including MS Office (Word, Excel, PowerPoint, and Outlook)
• Highly detail-oriented and organized, with the ability to follow detailed instructions and requirements provided by funders.
• Familiarity with grant proposal writing and fundraising principles (i.e., theories of change, logic models)
• Demonstrated experience building and sustaining collaborating community partnerships and engaging on
• Ability to work and communicate effectively with people of different backgrounds, lived experiences, and communication styles.
• Ability to prioritize projects with various deadlines and requirements and produce high-quality work.
• Comfort leading meetings to discuss complex strategies and impact with managers across teams; ability to independently identify problems, investigate, and propose solutions, and know when to ask for help when needed.
• Affinity for feedback, both in converting received feedback into constructive changes and opportunities for learning, and in providing feedback to strengthen work products and processes.
• Ability to understand grant budgets and organizational budgets.
• Project management experience.

Personal Qualities

Collaborative — A dynamic personality that is collaboration-minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.

Creative, Critical Thinker — A systems-thinker and builder, who is not afraid to be innovative and has skills in articulating ideas and concepts.
**Methodical** — Strong analytical, systems, and problem-solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment.

**Reliable** — Reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high-quality service; highly capable of handling multiple tasks, projects and timelines; excellent oral and written communications skills.

**Trusted** — Ability to work with residents, funders, partners, and staff of diverse backgrounds with a positive, optimistic, solutions-oriented attitude. Shares a deep respect for the community, its stakeholders, and the residents that we serve.

**Driven** — Passion for the work and an interest in continuous learning and improvement.

**Salary and Benefits**

- Full-time salaried position with benefits as determined in current North Lawndale Employment Networks Employee Handbook
- Starting Salary – $50,000

Those interested should submit a cover letter and resume to info@nlen.org.

**NLEN Core Values**

**Neighborhood-focused employment initiatives are fundamental.**
Successful programs are neighborhood-focused and community-driven, so they meet the specific needs of individuals.

**Quality of work matters.**
People who work hard should not be poor. A full-time job must meet basic needs and offer conditions for engagement, advancement, and respect.

**Economic mobility is essential to reducing poverty.**
Family supporting wages and financial literacy are core to addressing economic insecurity, which disproportionally affects African American, Latino, and other families of color. Economic insecurity is not only impacting the poor; it has grown to threaten the middle class. Self-employment and entrepreneurship are critically important economic mobility strategies to generate income and boost household finances.

**We must address the racial wealth gap and social inequality.**
The United States’ history of racially charged public policy has created the modern racial wealth divide not just through the legacy of slavery and Jim Crow, but through the more recent race-based discrimination in hiring, housing subsidies, tax subsidies, and veteran benefits, as well as other implicitly and explicitly racist public policies.

**Everyone deserves human dignity and empowerment.**

To uphold this belief, we do all of our work in a manner that values human dignity and eliminates shame, humiliation, and stigma by building on the strengths that help our participants and community survive loss and trauma and rebalance the power dynamic between participants and authority figures.