



## **Grant Writer (GW)**

**Supervisor:** Chief Development Officer (CDO)

**Status:** Part Time (10-12 hours per week), 12- month, hourly \*(position can be remote)

### **Our History**

#### **Founded in faith, sponsored by Sisters.**

St. Joan Antida High School (SJA), sponsored by the Sisters of Charity of St. Joan Antida, was founded in 1954 and has acted as a successful springboard to success for more than 4,000 young women. SJA provides a student-centered, college and career ready education to young women in grades 9-12. We are a Catholic, values-based organization with an educational model focused on academic quality, personalized attention, and leadership development.

### **Our Mission**

#### **We engage. We embrace. We empower.**

Simply, we are driven by a calling to serve young women seeking a spiritually enriching, supportive, and rigorous educational experience that helps them find their voice and become leaders. It is our job to make sure that our students are well-prepared for a successful future that is personally rewarding as well as one that connects them to their communities. We know these young women can change the world.

### **The Job**

#### **This job would be a great fit if:**

- You think of your work as a calling and not just a job.
- You support and commit to the mission and vision of SJA.
- You come to work ready to have fun, laugh and grow with a strong team.

**Purpose/Overview:** The Grant Writer is responsible for writing, reporting, and administering the current and prospective grants pipeline as part of the annual fundraising plan of work at St. Joan Antida High School. Reporting to the Chief Development Officer (CDO), the Grant Writer will produce written requests and reports to generate funds from private/public institutions and foundations to support and sustain school programs and services. The Grant Writer will be a motivated self-starter with an ability to work both independently and as a member of the school team.

### **Major Duties and Responsibilities**

#### **Grant Writing and Reporting (70%):**

- Generate LOIs and proposals for current and prospective funders ensuring all deadlines are met.
- Working with CDO and the Director of Finance and Operations, create grant budgets/templates for each funder/application.
- Identify and collect information needed (e.g., budget, program descriptions, legal documents) for successful completion of each grant application and grant report. This includes notifying key SJA staff in advance of information needed for each grant application and grant report and setting deadlines for response with appropriate staff.
- Write all grant reports, generating a system for tracking and collecting outcome data and reports for successfully funded grants.
- Work with Finance Department to ensure that all grant financial reports are accurate and reflective of submitted grant budgets.

*Changing the world one girl at a time.*

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- Create annual calendar of grant application and grant reporting deadlines, including renewals.
- Regularly update grant/key organizational language to ensure that new program initiatives are accurately reflected in narratives.
- Communicate as necessary with grant and fund officers at funding institutions under the direction of the CDO.

***Grant Research (30%):***

- Research grant funding opportunities for St. Joan Antida High School operations and special projects.
- Oversee system for prioritizing and ranking funding opportunities based on level of funding likelihood.
- Determine feasibility of timeline and scope for identified opportunities, with a goal of 2-4 grants to be submitted per month.

**Qualifications/Requirements**

***Required:***

- A Bachelor's degree in a related field.
- A minimum of 2 years of experience in a nonprofit setting, with experience in grant writing preferred.
- Exceptionally strong writing and editing skills with proven grant writing success (funded grants).
- Qualified candidates will have excellent oral and written communication skills, be well-organized, highly motivated, goal-oriented, have strong attention to detail, and possess exceptional time management skills to meet all deadlines.
- Excellent relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Ability to work independently, be flexible, and manage multiple priorities and deadlines.
- Proficient in Microsoft and Google Suite of applications.
- Confidentiality of all information is both an expectation and a firm requirement.

***Preferred:***

- Prior experience working with donor management systems (Raiser's Edge preferred).
- Experience with government or national-level grants is a plus.

**For All Employees:**

- Support of and commitment to the mission and vision of SJA.
- Contribution to discussions and ideas impacting the learning environment at SJA while maintaining professionalism and respect.
- Collaborate and communicate in an appropriate, timely, professional manner.
- Establish and model behaviors that promote high expectations for students, staff, and faculty.
- Model the importance of lifelong learning through commitment to ongoing professional development.
- Develop, nurture, and maintain relationships that promote respect and success for all.
- Know, serve and live in accordance with the teachings of the Catholic faith.
- Abide by all policies, procedures, and the employee handbook.
- Demonstrate stewardship in the use of material and financial resources.
- Perform other duties as assigned.



**Working Environment:**

- Ability to work some evenings and weekends as well as attend early morning meetings outside of regular work hours.
- Must be able to tolerate noise.

**Physical Demands:**

- Must be able to lift up to 25 lbs.
- Must have correctable hearing and sight.
- Must be able to work independently.
- Must be able to work with all common office equipment.

**To apply:**

Submit a resume and cover letter to Joel Cencius, Chief Development Officer, at [jcencius@sainjoanantida.org](mailto:jcencius@sainjoanantida.org)