



**Position:** Senior Grant Writer

**Organization:** After-School All-Stars

**Reports To:** Senior Vice President of Development

**Location:** Flexible

#### **ORGANIZATION BACKGROUND:**

Founded in 1992, After-School All-Stars (ASAS) provides free comprehensive after-school programs and support services year-round for students and their families. ASAS serves approximately 80,000 PreK-12<sup>th</sup> grade students and their families annually in high-poverty communities through 19 active affiliate chapters with established partnerships at 468 elementary, middle, and high schools in 60 cities across the continental United States and Hawaii. Our vision is for our All-Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

#### **A UNIQUE OPPORTUNITY:**

ASAS is seeking a Senior Grant Writer to join its National Development team. This is a fantastic opportunity for a seasoned professional with outstanding writing, project management, and research skills and a proven track record of securing funding from government, foundation, and corporate funders. The Senior Grant Writer will lead the development and submission of high-quality proposals to secure support for a wide range of national and chapter initiatives. This is a key position on dynamic team and a unique opportunity to impact the lives of youth across the country.

#### **RESPONSIBILITIES**

##### **Grant Writing, Research & Project Management**

- Generate high-quality, impeccably written proposals, narratives, applications and supporting documents in response to funding solicitation requirements and guidelines
- Achieve annual revenue targets through timely submission of well-researched, well-written and well-documented grant proposals
- Collaborate cross-functionally to research, develop, write, and submit letters of inquiry, and concept papers
- Coordinate with the finance team to create expenditure and income budgets to accompany proposals
- Meet regularly with Devo and Program staff to discuss current and new funding needs and inform supervisor on the progress of all grants, including any issues that may arise with each grant
- Maintain confidentiality of information regarding young people, staff, supervisors, or other employees that may be included in grant proposals
- Respond to internal and external queries on drafted and submitted proposals and coordinate and follow-up on the progress of submitted proposals
- Research and identify new government, corporate, foundation funding prospects to match ASAS priorities
- Manage grant application process, creating project management trackers, delegating tasks with deadlines, and ensuring timely follow-through
- Maintain primary responsibility for grant schedules and tracking grants
- Maintain relationships with funders, track reporting deadlines, and write and submit reports
- Other duties as assigned

#### **WHO SHOULD APPLY?**

- 5+ years of grant writing or other related writing experience
- Demonstrated excellent writing skills (writing samples required)
- Demonstrated project management experience

- Outstanding research skills
- Working knowledge with developing and monitoring budgets
- Outstanding interpersonal and communication skills, characterized by the ability to listen and speak well with a strong commitment to customer service.
- Excellent organizational skills, and a high degree of flexibility and initiative
- Ability to work autonomously, multi-task, and manage deadline
- Excellent ability to work collaboratively on a team and across departments
- Passionate and committed about ASAS' mission
- Bachelor's degree required, higher degree preferred

**SALARY AND BENEFITS:** The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS offers a competitive benefits package, including medical, dental, vision, 18 days of paid time off, and 15 paid holidays.

**HOW TO APPLY:** Please submit a resume, cover letter, and writing and work samples in PDF format via e-mail to: [asajobs@afterschoolallstars.org](mailto:asajobs@afterschoolallstars.org). Please put "Senior Grant Writer" and your last name in the subject heading.

**LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:** To learn more about ASAS, please visit our website: [www.afterschoolallstars.org](http://www.afterschoolallstars.org)