

Position Title: Grant Writer

Location: Hybrid (EDT/EST time zone)

Terms: Contract (3 months, option to renew), 15-20 hrs/week

Salary Range: \$25/hr

Start Date: Immediate

ABOUT BIMEC

Believe In Me Empowerment Corporation (BIMEC) is a nonprofit organization committed to transforming the lives of individuals and families affected by incarceration and substance abuse in Connecticut.

Community Challenges: BIMEC tackles the root causes of poverty, substance abuse, and incarceration by offering holistic support to individuals and families. Our services include housing, employment support, and life skills training.

Theory of Change: Addressing housing and employment needs for those with addiction and criminal convictions at vulnerable points reduces recidivism, incarceration, and relapse rates, helping build a stable, productive life.

Impact: BIMEC's programs aim to create long-term positive outcomes, helping participants achieve stability in housing and employment while maintaining their freedom.

Learn more about BIMEC at our website: <https://bimecnewhaven.com/>.

ABOUT THE JOB

We are seeking a passionate and skilled Grant Writer to help us secure funding for our vital initiatives. The Grant Writer will be responsible for researching, writing, and submitting grant proposals to secure funding from state agencies, family foundations, and private sources. This role requires a strategic thinker with a strong understanding of nonprofit funding mechanisms. Knowledge in BIMEC's focus areas is a plus. The successful candidate will also adapt grant language to reflect evolving organizational needs and guidelines.

Current Fundraising Goals:

- \$60,000 for Re-establishing Kids' Program on Shelton Ave
- \$60,000 for Commercial Kitchen, Certifications, and Chef Training
- \$20,000 (reoccurring) for Annual Grant Writer

- \$20,000 for Elevator Installation
- \$30,000 for Stairs Renovation

BIMEC is headquartered in New Haven, Connecticut, so the team works in the Eastern Standard/Daylight time zones. This position is hybrid with a strong potential need to come into the shared office space a few times a month. Preference will be given to local candidates, but if you are excited about this role and you are outside of CT you are still welcome to apply.

Key Responsibilities

This is a list of some of the responsibilities that this position will have. We believe strongly in work-life balance, and any changes in responsibilities will be a collaborative conversation as the company grows and evolves. Therefore, this list is not exhaustive but gives an overview of the responsibilities of this position.

Grant Writing and Management:

- Develop and write grant proposals to foundations and other grant-making organizations, persuasively communicating our mission and programs to potential funders.
- Assemble and submit grant requests, including letters, proposals, budgets, and presentations.
- Track and manage grant deadlines, reporting requirements, and funder communications to ensure compliance and positive relationships.

Grant Research:

- Identify potential funding opportunities that align with BIMEC's mission and focus areas, including state funding, family foundations, and private grants.

Grant Reporting:

- Prepare and submit grant reports as required by funders, highlighting program outcomes and impact.

What We Offer

We are excited to offer and expand our benefits as the company grows. This position is a temporary, contract position with an option to renew and grow over time.

ABOUT YOU

We are excited to get to know you! There is no one career path that would lead you to this position, so please apply if this looks interesting to you. You should be excited about serving non-profit organizations and you have a passion for organization and project management. You are excited to join a nonprofit organization focused on social good and watch it grow.

Ideal Experience

Excitement to manage multiple projects

You have a track record of managing projects, events, or complex tasks. This can be seen in a variety of ways, such as group events or even children's schedules!

Passion for mission-driven organization

You have demonstrated enthusiasm for the non-profit space. This can take a variety of forms, including volunteer experience. You are excited to work collaboratively with diverse teams and stakeholders.

Exceptional writing skills

Your writing speaks for itself and you have a diverse body of written work that you can share.

Attention to detail

You have a demonstrated track record of excellence. Your emails are immaculate without spelling errors and you check products at least three times before sending them out.

Research skills

Proficient in researching funding opportunities and understanding funder priorities.

Knowledge of funding sources

Demonstrated experience in securing state funding; private grant writing experience is a plus. Proficient in researching funding opportunities and understanding funder priorities.

Other Personal Characteristics

- Innovative mindset to encourage an entrepreneurial environment
- Demonstrated experience working independently with an ability to proactively manage your tasks list
- Transparent and collaborative attitude and a love of solving problems with others
- Commitment to working collaboratively with a people from diverse backgrounds in terms of race, ethnicity, gender (including nonbinary), sexual orientation, class, and religion
- Technologies: We use the following systems in our work. You do not need to know all of them upon hiring. We will train you on how we use our systems. Here is a list of the current tools we use:

- Fundraising and Grants: Bloomerang, GhatGPT, Instrumentl, Impala, GiveButter, Zeffy
- Other: Canva, Jotform, Office 365, Google Workspace, Zoom, Google Meet

TO APPLY:

BIMEC is an Equal Opportunity Employer and values a diverse and inclusive workforce. In all matters affecting employees and applicants for employment, BIMEC is committed to going beyond the principles of Equal Employment Opportunity and prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, marital status, disability, criminal history, or veteran status. We believe that ALL people have a place and there is no tolerance for hatred or disregard of anyone on the basis of identity. Please only apply for this position if you are enthusiastic about working and learning from people of all ethnic-religious identities. We believe a diverse workforce enables us to be successful and we encourage all to apply.

Please send your resume and a short cover letter that demonstrates why you're interested in this position and a short sample of your writing. If selected, you'll be invited to a short interview with a BIMEC team member.

Applications will be accepted until November 8, 2024. To submit your application, please send an email with supporting materials to molly@aropaconsulting.com.