T H E   W E L C O M E   P R O J E C T

Education and advocacy with Somerville's immigrant community

JOB OPENING (P/T): Development Associate/Grantwriter

The Welcome Project, located in Somerville, MA seeks a part-time Development Associate/Grantwriter to assist with foundation grant research and grant applications for a community-based non-profit.

The Welcome Project's mission is to build the collective power of Somerville immigrants to participate in and shape community decisions. We do this through programs that strengthen the capacity of immigrant youth, adults and families to advocate for themselves and influence schools, government, and other institutions. See www.welcomeproject.org for more information.

Primary Responsibilities:

- Priority will be given to applicants with a demonstrated capacity to research foundations (private, public, corporate, family) whose interests match those of The Welcome Project to establish new relationships and identify new funding prospects
- Manage the grant application process and calendar, tracking deadlines to ensure that grants are submitted in a timely and accurate fashion.
- Develop and maintain an archive of attachments for grant submissions including resumes, news clippings, program accomplishments.
- Draft letters of inquiry and full grant proposals for submission to foundations.

Qualifications:

- Minimum 1-year experience working with a non-profit organization.
- Understanding of non-profit fundraising; experience with the writing and preparation of grant proposals.
- Excellent written and verbal communication skills, including strong editing and proofreading skills.
- Organizational skills, including the ability to manage projects from start to finish, meet deadlines, and prioritize.

Compensation

This is a 10-hour a week position during the academic year (September-May). Compensation is $15/hour.

Send resumes and cover letter to Warren Goldstein-Gelb, Executive Director, The Welcome Project at warren@welcomeproject.org. For more information about The Welcome Project, visit www.welcomeproject.org.