



POSITION TITLE: Grant Writer

LOCATION: Community Clothes Closet, 1465B Opportunity Way, Menasha WI

SUPERVISOR: Executive Director

ABOUT US:

We all know the self-assurance the right outfit can bring or how it feels to have new clothes for the first day of school. Clothing is an often-overlooked basic need that can change someone's future when they have what they need to thrive. At Community Clothes Closet, we believe clothing can open the door to a better future and are dedicated to our mission of providing free clothing to all people in need.

Community Clothes Closet is run by a highly motivated, energetic and fun team who have a positive impact every day in the lives of our 10,400 active clients. We are looking for the right person to help us continue our 44-year tradition of providing dignity, inclusion and empowerment to those most in need in our region.

POSITION DESCRIPTION:

Can you craft a touching story of impact? Are you passionate about helping people? Is it important to you to work with a driven group of like-minded change-makers? If this sounds like you, we should talk.

The successful candidate will be a strategic thinker, a polished writer and expert storyteller. The Grant Writer position serves an important role in our resource development strategy by identifying, researching, writing, submitting, and reporting on grants and sponsorships that support our mission. This position seeks to understand and write compelling grants for funders and sponsors that show and grow impact within the communities we serve.

Part-time, 15 hours per week, during typical business hours. Eligible for hybrid schedule once training is complete.

EDUCATION/EXPERIENCE

- Bachelor's degree or equivalent experience
- A minimum of three years' experience in grant writing preferred

QUALIFICATIONS/SKILLS

- Proactive, focused and self-motivated attitude to meet and exceed funding goals
- Exceptional written communication skills
- Ability to analyze data, understand detailed instructions and guidelines
- Ability to develop creative and compelling narratives



- Strong interpersonal skills and ability to work as a team and independently
- Team player willing to assist others when needed throughout the workday and with clients
- Flexibility to attend occasional events and/or weekend meetings or events
- Strong public speaking and time management skills
- Knowledge of computer programs (Microsoft 365) and ability to learn new programs as needed. Salesforce experience helpful, but not required

DESCRIPTION OF RESPONSIBILITIES

- Identify, research, write and track all grants
- Responsible for stewardship of funders through bi-annual funder updates, grant reports and other communications
- Establish and cultivate relationships with businesses, donors, community funders and others
- Present to funders about Community Clothes Closet programs and services in need of support
- Collaborate with staff on program and funding needs
- Other duties as assigned

BENEFITS

- PTO
- Holiday pay
- Simple IRA

Email cover letter, resume and writing sample to Lisa Jones at lisa@communityclothescloset.org by September 7, 2024.