



Job Description: Grant Writer

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Metro TeenAIDS (MTA) is seeking an excellent grant writer. Duties include writing grants and grant reports for a variety of funders, as well as researching the latest statistics appropriate for inclusion in grants. During the first year of employment, the grant writer will assume responsibility for tracking new funding opportunities (e.g. prospecting), proposal submission deadlines, and grant reporting deadlines. The position is responsible for creating and coordinating all grant-related documents and attachments. Metro TeenAIDS submits over 100 grants and funding requests annually, and reports on approximately 30 funded proposals during the year.

Tasks may include:

- Writing grant proposals and grant reports
- Researching grant opportunities and potential funding partners
- Tracking and coordinating current grants' reporting deadlines and other needs
- Maintaining current local and national statistics on HIV/AIDS, adolescent health, and youth development for inclusion in grants
- Working with the Evaluation Manager to track funded activities' outcomes and deliverables for reporting purposes
- Documenting and tracking all media coverage and other programmatic outcomes for reporting and marketing purposes

Skills / Requirements

B.A or B.S. degree

Excellent writing and research skills

Experience in grant-writing from the beginning to the end of the process

Experience with writing and coordinating large Federal grants and/or cooperative agreements

Ability to meet deadlines and work under pressure

Ability to work flexible hours, including weekends, as necessary

Ability to take direction

Ability to work independently and collaboratively

Other information:

All candidates must agree to a background check

Salary range \$50-60,000 per year with health insurance, paid vacation and professional development funds and retirement benefits

Candidate must work primarily from Metro TeenAIDS offices.

Send cover letter, resume, writing samples and references to:

Molly Singer, Metro TeenAIDS 651 Pennsylvania Ave SE Washington DC 20003. e: msinger@metroteenaid.org

NOTE: If sending electronically please name your file like this: Grant Writer Last name Document Title Date (e.g. Grant Writer Smith Resume 2 11 10.pdf, Grant Writer Smith Cover 2 11 10.pdf, Grant Writer Smith Writing Sample 2 11 10.pdf)