



CHOICEHUMANITARIAN
ending extreme poverty

GRANT AND PROPOSAL WRITER

CHOICE Humanitarian is seeking a part-time (20 hrs./wk) Grant Writer to lead an ambitious effort to mobilize multi-year resources from the many foundations and agencies committed to eliminate multidimensional poverty around the world and maintain relationships with key donors and other stakeholders.

ABOUT CHOICE

[CHOICE Humanitarian](#) is an international NGO dedicated to ending poverty in all its dimensions in remote, underserved areas of Africa, Latin America, and South Asia since 1985. Additionally, we have recently opened a program on Navajo Nation. Headquartered in West Jordan, UT, CHOICE Humanitarian operates with an annual budget of \$4.5 million dollars and a global staff of approximately 80 professionals.

POSITION OVERVIEW

The Grant Writer will play a significant role in the future success of CHOICE Humanitarian's fundraising efforts through corporate, development agency, and foundation grant writing, research, tracking, and stewardship efforts. The Grant Writer provides essential support to the Development Associate and CEO. This is an excellent opportunity for a passionate, supportive, and energetic team player to create lasting change on a global scale!

RESPONSIBILITIES

- Craft innovative and unique funding proposals for international development agencies, corporate giving programs, and foundations in a timely, professional, and effective manner.
- Research and identify prospective new corporate and foundation funding sources.
- Track current and potential corporate and foundation funding sources and coordinate work according to proposal due dates and application and reporting requirements.
- Ensure CHOICE meets all due dates for proposals and reports.
- Take the lead on making sure all corporate and foundation donors are personally thanked and publicly acknowledged in a timely and professional manner.
- Have a sound knowledge and understanding of CHOICE Humanitarian's mission, vision, programmatic and strategic direction, priorities, and initiatives.



CHOICEHUMANITARIAN.ORG | 801 474 1937 | 7879 South 1530 West, Suite 200 | West Jordan, Utah 84088 USA



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SKILLS, EXPERIENCE & ATTRIBUTES

- Bachelor's degree from an accredited college or university preferred.
- Two years of paid nonprofit grant writing experience, including demonstrable track record of "wins" preferred.
- Exceptional writing and research skills.
- Ability to handle multiple projects at one time.
- Detail-oriented and highly organized self-starter.
- Commitment to being a high-performance team player.
- Demonstrated organizational and project management skills.
- Computer proficiency, including experience with Microsoft Office and Google Suite.
- A strong passion to make a difference and a belief in CHOICE's mission to end extreme poverty.
- Ability to work sensitively and effectively with diverse populations.
- Ability to travel in the countries where we work.
- Spanish-speaking preferred.

Reports to: Development Associate

COMPENSATION

The Grant Writer position is Part-time, beginning with 20 hours/week with growth opportunities based on performance, and amazing travel opportunities all around the world with discounts for family and friends. Pay is competitively set at \$17-\$20/hour DOE.

APPLICATION

Applicants should submit a resume, writing sample, and 3 references. All materials must be submitted by **Wednesday, February 17, 2021**. Upon selection for a virtual interview, we will ask for a 2-minute video to explain why you are applying for this position with CHOICE Humanitarian and why you are a good fit for the role.

Please submit all materials using the following Google Form:

<https://forms.gle/iaoa5Pt85FSEFSP38>.

For any questions, please reach out to Dr. Steven Pierce at spierce@choicehumanitarian.org.

Visit: www.choicehumanitarian.org for further information about the work of CHOICE Humanitarian.

