



Grant Writer

Reports to: Director of Philanthropy

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly: 70,000 -85,000

Job Type: Full-time, Exempt, 40 hours per week

Overview/Position Summary

The full-time Grant Writer, as a key member of Boys & Girls Club of Greater Lowell's Development team, will contribute to all aspects of the full cycle of grants management, specifically in helping to collaboratively support the Organization's fundraising goals necessary to advance the Club's vision to end generational poverty in Lowell. As a member of the Development team, the Grant Writer will assist in executing the Grants portion of the annual Fundraising Plan through research, preparation, submission and tracking of grant proposals. This individual will collaborate extensively with Club staff at all levels to obtain the information needed to produce competitive proposals.

Responsibilities

- Research, compose and submit grant proposals, reports and letters of inquiry to secure and increase grant revenue on an ongoing annual basis.
- Maintain a sound knowledge of the Club's mission and strategic vision, programs, and target demographic/population.
- Collaborate with fellow development team members, program staff, executive and senior leadership to obtain necessary information for grant projects, including attendance at regular program meetings.
- Identify supporting data to create compelling written content.
- Research grant-making entities, compose funder profiles and maintain relationships with funders on an ongoing basis.
- Update and maintain electronic grant records, including the grant research database/project management board.
- Assist with the execution, submission and recording of grant agreements and contracts.
- Participate in annual development goal setting and tracking.
- Other responsibilities as requested, including occasional special event assistance to Development team members.

Skills and experience relevant to this position

- Exceptional written, self-editing skills, and an impeccable sense of grammar; paired with excellent communication skills.
- Organizational and project management skills and the ability to prioritize and meet project deadlines.
- Demonstrated ability to learn and apply new technology tools and AI-assisted platforms in a professional setting, in alignment with Club's values, policies, and guidelines.
- Experience working independently and as part of a team.
- Experience in Microsoft Office, Google Workspace, project management software.
- Previous grant-writing experience and nonprofit experience required.

Qualifications

- Must understand and support Club values: Commitment, Excellence, Fun, Integrity and Teamwork.
- Ability to work in an environment with loud noises.
- All staff are required to undergo training, which includes but is not limited to topics related to safety, emergency response and child abuse prevention.
- Education: Bachelor's Degree or equivalent combination of relevant education and experience.
- Authorized to work in the U.S.

Benefits

- Paid time off, Medical, STD/LTD, Employee Assistance Program, Life Insurance, Retirement plan with employer contribution, Professional Development.
- Values and mission driven organization.
- Interaction with a positive, community minded team, along with amazing young people.
- Flexible work schedule with work from home opportunities available, provided at least one day in the Club per week.

GREAT FUTURES START [HERE](#).



How to respond

- Please submit your resume to Marci DeCarli, Director of Philanthropy, marci.decarli@lbgc.org

Equity Statement

Boys & Girls Club of Greater Lowell is committed to fostering a safe and inclusive workplace, with staff and volunteers who can help us achieve our vision of ending generational poverty. We continue to prioritize candidates who possess the skills and experience necessary to serve our youth effectively. Candidates should reflect our organizational values of commitment, excellence, fun, integrity and teamwork.

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. We strongly encourage candidates from all backgrounds to apply. Boys & Girls Club of Greater Lowell will provide reasonable accommodations in the hiring process.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers of employment are contingent on results of a reference and background check.