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**Job Title:** Grant Writer  
**Department:** Development/Administration  
**Reports To:** Development Director  
**FLSA Status:** Full-time; Exempt  
**Date:** August 8, 2019

The International Institute of Minnesota seeks a Grant Writer who is eager to contribute to a dynamic fast growing multicultural organization deeply rooted in the livelihood of New Americans in Minnesota. A successful candidate will have a minimum of 5 years of grant writing experience and demonstrated success as a grant professional.

**Position Purpose:**

This position serves as primary proposal developer and manager, ensuring timely, well written high-quality proposals representing the Institute, programs and impact.

**Position Duties and Responsibilities:**

Primary Responsibilities

- Writes high-quality grant proposals to obtain funding from government, foundation and corporate donors for general operating and program-specific support.
- Writes grant reports as required by government, foundation and corporate funders.
- Advances the Institute's strategic plan by maximizing funding opportunities for priority areas. Researches potential funders and works with Director of Development, Executive Director and Program Directors to make contacts with foundation staff.
- Manages multiple deadlines, maintains organization-wide grant submission, renewal and report calendar. Works months and years ahead to prepare for opportunities.
- Composes grant award and grant payment acknowledgement letters. Maintains all records pertaining to each proposal and grant, including grant agreements, copies of payments and all important correspondence.
- Utilizes Neon CRM database to maintain accuracy of funding partner and prospect contacts, grant awards, meeting notes and communications tracking.
- Produces quarterly status reports for Development Director, Executive Director and Leadership Team.
- Coordinates development of grant budgets and financial reporting with the Director of Finance and Administration.
- Works with Development Director and Executive Director to strategize, plan and achieve fundraising goals for annual fund, sponsorships and restricted grants. Maintains familiarity with organization's goals, programs and financial needs.

### Secondary Responsibilities

- Supports program staff in proposal development; including meeting deadlines, aligning proposals to funder priorities and producing writing that resonates with prospects and reviewers.
- Facilitates organization wide content development for annual report.
- Writes sponsorship proposals in collaboration with Events Manager.
- Maintains files regularly requested in grant submission, including: Institute annual budget, 990, audits and board of director listings.
- Generates mailing lists for prospect and institutional donor communications, including special appeals, program updates, event invitations and annual report.
- As assigned, leads or assists with projects to further the work of the department.

### Position Requirements (experience and qualification):

#### Required:

- Demonstrated commitment to the International Institute of Minnesota mission and vision.
- A minimum of a Bachelor's degree in English, Journalism, or a related field and a minimum of 5 years grant writing experience. Two years of additional work experience in a similar environment would be considered as a substitute for a Bachelor's degree.
- Excellent writer, skilled communicator and collaborative.
- Mature and experienced with multiple funders.
- Detail oriented.
- Self-directed, efficient time manager.
- Capable of producing consistent, high-quality proposals and reports.
- Excited to advance the Institute's mission through sustained and expanded funding.
- Able to work in a multi-cultural environment.
- Proficient in Microsoft Office Suite, particularly Word and Excel.
- Able to work occasional evenings and weekends, including supporting the annual Festival of Nations.

#### Preferred:

- Familiarity creating project budgets in Microsoft Excel.
- Proficient in Adobe Acrobat Pro, editing and merging .pdf files.
- Adept in grant management systems, development databases, and/or constituent relationship management systems.

### To Apply:

The International Institute of Minnesota is an equal opportunity employer. Former refugees, New Americans and people of color are highly encouraged to apply.

To apply, send cover letter, resume and two grant writing samples to [KRaleigh@iimn.org](mailto:KRaleigh@iimn.org) by August 30, 2019. All writing samples will be treated confidentially and destroyed following review. Please include "Grant Writer" in the subject line.