



Grant Writer

Climate Jobs National Resource Center (CJNRC) is hiring a **Grant Writer**. Reporting directly to the Executive Director, or designee, the Grant Writer is a senior leadership staff position. The Grant Writer will be exceptionally well organized, detail oriented and will have the ability to work independently on projects, from conception to completion. The Grant Writer must be able to work under deadlines and handle a wide variety of activities and confidential matters with discretion.

About Climate Jobs National Resource Center

The Climate Jobs National Resource Center (CJNRC) is a labor-led organization that works to combat climate change and reverse extreme inequality. CJNRC supports a network of union-led, state-based climate jobs coalitions in Connecticut, Illinois, Maine, New York, Rhode Island, Texas and a growing number of additional states. The coalitions we support have succeeded in winning the nation's strongest labor and equity standards for climate investments, built campaigns to harness public funds to invest in carbon-free and healthy schools, and trained union members on the science of climate change.

Responsibilities:

The description below is a summary of the work required and should not be treated as a complete list of duties to be performed by the successful candidate:

- Draft and/or refine customized proposals for foundation grants, tailored to the specific priorities and formatting requirements of each foundation or donor.
- Draft customized reports for foundations and individual donors, tailored to the specific grant.
- Develop or refine systems, processes and tools to most effectively track, calendar, coordinate and ensure timely review and dissemination of grant proposals and reports and grant opportunities and former grantors.
- Manage and coordinate grant renewal timelines and calendars, reporting deadlines, and content input across the organization.
- Researches, identifies, presents and maintains sources of public and private grant opportunities that align with CJNRC's mission.
- May perform other duties assigned.

Qualifications:

- Excellent writing skills. Presents information clearly and succinctly in conversation and in writing.
- Experience in project and/or budget management.



- Strong organizational and research skills, attention to detail, and ability to organize, prioritize, multitask and meet deadlines.
- Ability to establish productive, cooperative relationships across the organization and with funder staff.
- Bachelor's degree required.
- High level of proficiency in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms) and basic graphic design software.
- Minimum of 1-year experience in grant writing, prospect research, general fundraising or a minimum of 2 years comparable and transferable skills acquired in a professional setting.

Working conditions: This is a full-time remote position. Long hours will be required on occasion. When conditions are amenable, the position will require some travel, including overnight. CJNRC will follow public health guidance related to the Covid-19 pandemic.

Compensation: The salary range for this position is **\$75,000-\$90,000**, depending on experience. CJNRC offers an excellent benefits package that includes employer-paid medical and dental plans for full-time staff and their qualified dependents, a dependent care assistance program, and generous time off.

To Apply: Send cover letter and résumé to info@cjnrc.org and enter "Grant Writer" in the subject line.

This position is open until filled; however, the posting/acceptance of applications may close at any time. Job descriptions do not cover or contain a comprehensive listing of every activity or responsibility that is required.

CJNRC is committed to equal opportunity, and encourages applicants of all ages, races, sexual orientations, genders, national origins, ethnicities, religions, and veteran status. We encourage people from diverse backgrounds and experiences related to our core organizational values and objectives to apply.