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About SBP
SBP, a leading social impact organization focused on disaster resilience and recovery, **solves the challenges facing at-risk communities** and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities and streamline recovery. By taking this holistic approach, SBP shrinks the time between disaster and recovery in three connected ways—prepare, shape and build:

1. **SBP prepares** individuals, communities and organizations to mitigate risk and speed recovery.
2. **SBP shapes** federal policy and system change and state and local disaster recovery programs to be more efficient and effective.
3. **SBP builds** resilient communities efficiently and effectively and shares our proven model and approach with others.

Position Summary
The Grant Writer will play a significant role in the organization’s growth and impact goals. The primary responsibility of this position is to support the fundraising team by writing grant proposals and impact reports in a timely and accurate manner, with a focus on corporate, foundation, nonprofit and government donors. This position will also support research and prospecting of new partners, as well as administrative tracking of accounts, reports and proposals. The position requires excellent writing, attention to detail, curiosity and an understanding of financial reporting. The Grant Writer will report directly to the Senior Director, Institutional Giving, and work closely with a variety of SBP team members. This is a remote position.

Responsibilities

- Write grant proposals for corporate, foundation, nonprofit and government donors
- Persuasively communicate SBP’s mission, values and programs to different audiences via written proposals, letters of intent, one pagers, impact reports and more.
- Establish relationships with SBP team members in various departments to ensure accuracy of proposed program KPIs and budget needs for proposals, and then again for impact reporting purposes.
- Manage administrative requirements for grant compliance and internal CRM
- Support the development team with stewardship activities, as needed

Requirements

- 2-3 years of experience in professional writing at an agency or comparable nonprofit; or equivalent experience in grant writing or development
- Strong written communication skills - ability to write clear and persuasive proposals and impact reports quickly and commensurate to varied audiences
- Working knowledge of Salesforce
- Candidates must have excellent interpersonal skills including but not limited to verbal and written communication, organizational, negotiation, and leadership skills as well as have great attention to
Comfortable with ambiguity and uncertainty; the ability to adapt nimbly and work in a dynamic environment

Project management skills: ability to multitask, problem-solve, prioritize, delegate, and create systems and processes

Able to satisfactorily pass a Criminal History Check to include sex offender registry, State Police, and FBI

Must be fully vaccinated against COVID-19 to CDC guidelines and able to provide vaccination documentation

**Performance Expectations**

- Able to juggle multiple, competing priorities in a fast-paced and dynamic environment
- Exceptionally self-motivated and curious
- High level of personal accountability
- Align work performance with SBP’s core values
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities
- Superior work ethic and high energy level
- Desire and ability to work, grow and learn in a startup environment
- Plan and meet deadlines
- Maintain a flexible work schedule to meet the demands of executive management
- Demonstrate initiative and work as a team player
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector
- Demonstrate commitment to continued professional growth and development
- Ability to understand and engage diverse audiences and new target markets

**Salary range: $50,000 - $70,000 (based on experience)**

SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.

SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.