



Hyde Square Task Force (HSTF) is an award-winning youth development organization based in the Hyde–Jackson Square area of Jamaica Plain, now known as Boston’s Latin Quarter. Founded in 1991, HSTF now engages more than 700 youth ages 6–25 in college and career preparation, Afro-Latin arts and cultural enrichment, and community-building initiatives. During our 30-year history, we have come to believe that communities are strongest when they create the conditions that youth need to succeed and thrive. As a result, our mission is to amplify the power, creativity, and voices of youth, connecting them to Afro-Latin culture and heritage so they can create a diverse, vibrant Latin Quarter and build a just, equitable Boston.

Position: The Grant Writing Consultant reports directly to the Director of Development and Communications. This is a contracted position of 10-20 hours per week from July through December of 2021, with the possibility for extension beyond that date.

Job Summary: The Grant Writing Consultant supports the grant-writing process at Hyde Square Task Force, including drafting and editing of letters of intent, developing compelling proposals and funder reports, and preparing supplemental attachments as needed.

The Grant Writing Consultant joins the organization at a critical time, as we re-emerge from the COVID-19 pandemic and settle into our new normal. The position will function remotely to start off, with the option to work in-person from Hyde Square Task Force as needed or as requested beginning in the Fall of 2021.

Responsibilities:

- Serve as the primary writer for designated grant proposals and reports to private, family, or corporate foundations, with a small number to government sources.
- Solicit staff input and coordinate information-gathering as needed to develop compelling proposals, backed up by meaningful budgets and strategic use of program data.
- Track grant reporting requirements and deadlines and ensure these are communicated to the Director of Development and Communications.
- Update the annual grants calendar as needed with deadlines, links, and other pertinent details.
- Research grant prospects on a limited basis as requested by the Director of Development and Communications or other team members.
- Maintain updated records on grant funders in Bloomerang database, including contact information, relationships, role changes, and other relevant notes.
- Occasionally participate in organization-wide events, staff meetings, or program activities (this would not be a consistent part of the Grant Writing Consultant’s weekly commitment).

The above list is not an exhaustive statement of every duty and responsibility required. Other duties may be assigned.

Qualifications:

- Prior experience in nonprofit grant writing.
- Excellent business writing, editing, and verbal communication skills.
- Highly organized, productive, detail-oriented, and able to prioritize.
- Ability to work on multiple projects, adjust quickly to shifting priorities, meet deadlines, exercise good judgment, and handle high-pressure situations.
- Ability to take initiative and anticipate potential project complications or needs before they arise.
- Strong team player who is also a self-starter.
- Demonstrated ability to successfully work and communicate effectively and respectfully with youth and adults of all cultural and socioeconomic backgrounds.
- Successfully pass CORI and SORI background checks.

Pay Rate: Hourly wage of \$25-\$30/hour depending on experience. No benefits. Interested candidates must be authorized to work legally in the United States.

How to apply: Candidates should submit their resume, cover letter, and a writing sample to grantwritingconsultant@hydesquare.org. No walk-ins or phone calls please.

Hyde Square Task Force is an equal opportunity provider and employer. We value having a diverse staff who are representative of the community we serve and bring to our organization a variety of traditions, experiences, and points of view. Individuals of all backgrounds are strongly encouraged to apply.