



Hyde Square Task Force | Grant Writer

Hyde Square Task Force (HSTF) is an award-winning youth development organization based in the Hyde–Jackson Square area of Jamaica Plain/Roxbury, known as Boston’s Latin Quarter. Founded over 30 years ago, HSTF now engages more than 600 youth ages 6–25 in college and career preparation, Afro-Latin arts and cultural enrichment, and community-building initiatives.

In doing so, we ensure that youth have the arts and educational opportunities they need and deserve in order to be successful, and that their voices and cultures are valued and celebrated in Boston’s Latin Quarter and beyond. Our work is guided by our mission: 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: Grant Writer, full-time, reporting to the Director of Development and Communications, must work out of HSTF’s Jamaica Plain office most of the time.

Job Summary: The Grant Writer oversees the entire grant-writing process from researching new institutional funding prospects, to drafting and editing of letters of intent, through the development of compelling proposals (ranging from \$5,000- \$100,000+) and donor reports, ensuring timely submissions to 80-100 foundation, corporate, and public grant institutions annually.

The Grant Writer will also play an active role in supporting other key development functions, including maintaining the donor database (Bloomerang), sending donor acknowledgments, and assisting with special events as needed. Recognizing that the Grant Writer may not bring extensive experience in all aspects of this position, HSTF can provide some training and support.

- **Grant Writing (70% time)**
- Research grant prospects and present viable options to the Director of Development and Communications for review, following up as necessary with initial contacts and letters of intent.
- Solicit staff input as needed to develop compelling proposals, backed up by meaningful budgets and strategic use of program data.
- Serve as the primary writer of the majority of grant proposals—approximately 75 proposals annually to private, family, or corporate foundations, with a much smaller number to government sources.
- Track all grant reporting requirements and deadlines, and then serve as primary writer on the majority of grant reports.
- Ensure that the annual grants calendar is kept up to date with deadlines and other pertinent details, and coordinate scheduling and preparation for site visits from institutional funders.
- Maintain updated records on all grant funders in Bloomerang database, including contact information, relationships, donations, and other relevant notes.
- Work with the Director of Development and Communications to maintain the system for tracking the cultivation and stewardship of relationships with institutional donors.
- Communicate with the Director of Development and Communications and Development and Communications Coordinator about interactions with and specific requirements by funders.

Other Fundraising: (20% time)

- Maintain the fundraising database by ensuring that all institutional donation and donor records are accurate, up to date, organized, and easily accessible, running reports and engaging in data analysis as necessary.
- Learn HSTF’s annual fundraising goals, and ensure all fundraising activities strategically work towards these goals.
- Assist the Director of Development and Communications and Development and Communications Coordinator with the logistics and execution of HSTF’s fundraising events as needed.

- Assist with tracking of donations, including entering information into the fundraising database and generating acknowledgment letters when needed.

Organizational (10% time)

- Participate in special events and organization-wide planning.
- Regularly visit and observe programs.
- Participate in department and team meetings.
- Serve on organization-wide committee(s) as assigned.

Qualifications

Experience

- Prior foundation grant writing experience required, including a track record of securing grants of \$10,000+.
- Experience with donor grant tracking databases, familiarity with Bloomerang development database a plus.
- Proven track record of efficiency, resourcefulness, and reliability.
- Demonstrated ability to successfully work and communicate effectively and respectfully with youth and adults of all cultural and socioeconomic backgrounds

Skills

- 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 basic computer skills, including Microsoft Word and Excel. Experience in database management is preferred.
- Ability to think critically and creatively, participate in strategic discussions, and develop new systems as HSTF's structure and needs evolve.
- Spoken/written fluency in Spanish is a plus.

Personal Attributes

- Strong team player who is also a self-starter.
- Able to work with confidential information.
- Values alignment with HSTF's mission, vision, and goals.
- Enthusiasm, positive sense of humor, ability to take initiative, and professionalism.
- Must be flexible, organized, reliable, responsible, collaborative, and creative.
- Self-motivated and able to work independently.
- Strong attention to detail.

Education/Training

- Bachelor's Degree, with at least 1-2 years of related experience in grant writing.

Salary and Benefits: Starting at \$58,000, commensurate with experience. Benefits include: medical and disability insurance, parking, vacation time, personal days, paid holidays, paid week off December 24th - January 1st, sick time, 403(b) program, and a supportive work environment.

How to apply: Interested candidates should submit their resume, cover letter, and three references on or before January 16, 2023, to GrantWriter@hysquare.org. Please include the position, Grant Writer, in the subject line of the email. 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.