



Hyde Square Task Force | Part-Time Grant Writer

January 2024

Hyde Square Task Force (HSTF) is an award-winning creative youth development organization based in the Hyde–Jackson Square area of Jamaica Plain/Roxbury, known as Boston's Latin Quarter. Founded in 1991, HSTF now engages close to 500 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 mission guides our work: 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 Part-Time Grant Writer is a 25-hour per week position reporting to the Sr. Director of Development and Communications and can work out of HSTF's Jamaica Plain office or in a hybrid capacity. 25 hrs per week; Weekly set schedule to occur during business hours and agreed between HSTF and the successful candidate.

Job Summary: We seek a Part-Time Grant Writer who will support the development team in the grant-writing process, researching new institutional funding prospects, drafting and editing letters of intent, drafting compelling proposals (ranging from \$5,000- \$25,000+), and drafting donor reports, ensuring timely submissions to foundation, corporate, and public grant institutions. This position has the potential of becoming full-time in the future.

Recognizing that the Grant Writer may not bring extensive experience in all aspects of this position, HSTF can provide some training and support.

RESPONSIBILITIES:

Grant Writing & Research (80% time)

- Research grant prospects and present viable options to the Sr. Director of Development and Communications for review, following up as necessary with initial contacts and letters of intent
- Partner with the development team to draft compelling proposals, backed up by meaningful budgets and strategic use of program data
- Draft 2-3 grant proposals per month —approximately 30 proposals annually to private, family, or corporate foundations, with a much smaller number to government sources
- Support the development team to track grant reporting requirements and deadlines, ensuring the annual grants calendar is kept up to date
- Maintain updated records on all grant funders in Bloomerang database, including contact information, relationships, donations, and other relevant notes
- Work with the development team to maintain the system for tracking the cultivation and stewardship of relationships with institutional donors
- Communicate with the development team about interactions with and specific requirements by funders

Other Fundraising (10% 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

Organizational (10% time)

- Participate in department and team meetings, as needed
- Observe programming (in-person) to gain greater understanding of HSTF's mission

QUALIFICATIONS:**Experience**

- Prior foundation grant writing experience is required, including a track record of securing grants of \$5,000+
- 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
- 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
- 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.

Note: Successful CORI/SORI background checks and authorization to work legally in the U.S. are required for this position.

PAY RATE: Hourly wage of \$28 - \$35 an hour. Benefits include paid sick time, paid holidays, workers' compensation, and unemployment insurance. Medical and Dental insurance not included.

HOW TO APPLY: Interested candidates should submit their resume, cover letter, and three references on or before February 23rd, 2024, to GrantWriter@hydesquare.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.