

Job Title	Senior Grant Writer
PVN ID	JJ-1711-002207
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Prisoner Reentry Institute
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Mar 13, 2018 (Or Until Filled)

General Description

The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a full-time Senior Grant Writer to diversify and increase its funding to support continued growth. PRI has a seven million dollar budget from sixteen funding sources. The Operations Team supports the business associated with program delivery of thirty five staff. The Senior Grant Writer, under the supervision of the Chief of Staff and in partnership with the Director, will be responsible for identifying, defining and developing funding sources to support existing and planned program activities as well as writing and submitting grant proposals for PRI. Working closely with senior PRI staff, the Senior Grant Writer will develop and implement a reporting schedule to ensure compliance with funder regulations. The ideal candidate will have experience as a grant writer in a non-profit setting and knowledge of New York and national philanthropy networks.

About the Prisoner Reentry Institute

The Prisoner Reentry Institute (PRI) is one of twelve institutes that collectively comprise the Research Consortium of the John Jay College of Criminal Justice. PRI's diversified portfolio reflects an overall focus on understanding what it takes for people to live successfully in their communities after contact with the criminal justice system, and on increasing the effectiveness of the professionals and systems that work with them. These goals are pursued through several initiatives. PRI Educational Initiatives provide a college access program in six state prisons and community-based services to assist people in enrolling and succeeding in college post-release. This work is done alongside PRI Fellowship Initiatives, which provide opportunities for students to combine their academic learning with field placements and professional development opportunities. PRI is also the administrator of the NYC Justice Corps, which seeks to build beneficial relationships between communities and young people who are returning to the community after criminal justice involvement. We also undertake policy initiatives, focusing especially on housing options available to people after incarceration. To learn more about our work, please visit www.johnjaypri.org.

Other Duties

Job Responsibilities:

The Senior Grant Writer reports to the Chief of Staff and is responsible for the following:

- Create and execute PRI's annual plan for fundraising from foundations and government agencies.
- Conduct prospect research to identify new funding opportunities that complement PRI's growing portfolio.
- Work closely with the Director and Chief of Staff to develop and write grant proposals to foundations and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders.
- Assemble and submit grant requests, including letters of support, proposals, budgets, and presentations.
- Maintain calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports.
- Write reports for government, foundation, individual donors and other funders
- Work with Chief of Staff to develop a funder database to execute a grant management process to track grant applications through all stages of their lifecycle including application, funds distribution, status reporting and renewals.
- Establish and maintain personal contact and relationships with foundation contacts and program officers.
- Prioritize projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals.
- Work with PRI's program staff to coordinate site visits for potential and existing funders.
- Work with Communications Associate to ensure messaging for the website and publications accurately reflects PRI's work.
- Other duties as assigned.

Qualifications

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We are seeking candidates who are highly organized, and who balance self-directive and collaborative instincts. Candidates should have:

- Bachelor's degree.
- Experience as a grant writer and/or in development work for non-profits.
- Experience in researching sources of funding and writing and securing grants from foundations.
- Experience developing relationships with multiple stakeholders in all levels of leadership.
- Knowledge of New York and national philanthropy networks.
- A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently.
- Commitment to help the incarcerated and formerly incarcerated.
- Competency with information technology, including WordPress, Foundation Search or similar grant research software, Microsoft Office, social media and websites.