

Job Title	Part Time Grant Writer
PVN ID	ME-2207-004958
Category	Research
Location	MEDGAR EVERS COLLEGE
Department	SPCD, CLSJ
Status	Part Time
Hourly Rate	\$40.00-\$40.00
Hour(s) a Week	20.00
Closing Date	Sep 18, 2022 (Or Until Filled)

General Description

The Center for Law and Social Justice at Medgar Evers College (CLSJ) envisions a civically educated and engaged Black electorate that consistently builds political power to marshal the representation and resources necessary for its communities to thrive. To realize this vision, CLSJ provides quality legal advocacy, conducts community education campaigns, facilitates research and builds organizing capacity on behalf of New Yorkers of African descent and the disenfranchised.

Historically, CLSJ leaned heavily on litigation to protect the political rights of New Yorkers of African descent. Today, CLSJ continues to litigate when appropriate; however, we also build the organizing capacity of Black New Yorkers so that they may assert their political rights from the grassroots level. CLSJ increases knowledge of issues that affect Black communities; establishes a permanent space of civic engagement tools for organizing, and shares processes and strategies for Black New Yorkers to identify smart decision-making pathways that exist within Black communities.

Other Duties

CLSJ seeks an experienced Grant Writer to help support its Development work. Specifically, the Grant Writer will:

- Draft grant proposals with input from Project and Deputy Directors;
- Research potential foundation and corporate funders; and
- Assist in managing the development calendar by tracking proposal and report due dates.

Qualifications

Position Requirements:

- Bachelor's Degree required;
- Three years+ Grant writing experience in the nonprofit sector;
- Record of successfully securing foundation and corporate grants and managing multiple deadlines;
- Demonstrated commitment to racial and social justice movements;
- Well-organized, attentive to details and committed to excellence; and
- Able to work independently and also collaboratively with others, maintaining a positive, professional attitude.

*** This is a part-time, temporary six-month position.