



POSITION TITLE: Grant Writer
DEPARTMENT: Development
REPORTS TO: Director, Grants
LOCATION: Remote
FLSA STATUS: Part-time, Hourly (20-24 hrs weekly)

POSITION SUMMARY:

The Grant Writer will play a critical role in the growth and success of Up with People (UWP) by utilizing their writing and communication skills to ensure UWP finds support through grant resources to receive single and multi-year grant commitments from individuals, philanthropic foundations and government organizations that align with UWP. The Grant Writer will closely work with the Director of Grants, Grants Research Lead and Development team to create LOI's and craft grant applications to further the mission of UWP. Building on a successful track record of receiving major grants, this individual will move UWP's grant submission and success rate to the next level. A successful individual in this role is a strong communicator, self-motivated, energetic, creative, collaborative, and results-driven.

ESSENTIAL JOB FUNCTIONS:

- Responsible for writing engaging and compelling content representing UWP that is aligned with the goals of specific foundations & organizations to obtain the highest possible engagement.
- Work with the Director, Grants to establish LOI templates that can be modified to align with specific organizations before application submission.
- Create budgets and financial reports for grant proposals.
- Calendar management to assure timely creation and submission of applications.
- Ensure compliance with grant requirements and reporting deadlines.
- Collaborate with program and data staff to gather necessary information for grant applications
- Thorough and accurate documentation of all communications.
- Establish and maintain strong relationships with all organization and foundation partners including timely and professional correspondence.
- Become well versed in Up with People programming to communicate knowledgeably and passionately about the organization, its success, and its initiatives; stay current with all programming.
- Consistently communicate with all members of the Development Department to ensure a seamless experience for all research, submission and follow up with both LOI's and Grant requests.
- Collaborate with Communication & Marketing to create clear and compelling communications to all regarding grant communications.
- Attend meetings and calls as required such as department meetings, one on ones within the department, conference calls, etc..
- Assist with additional development needs and events as required.

MINIMUM SKILLS & QUALIFICATIONS:

- 3-5 years of grant writing with a proven success record. Please submit a re-cap of your last 12 months of submissions, results and samples, if possible .
- Bachelor's Degree, preferably in business, marketing and/or communications, or equivalent experience required.



- Certification in Grant Writing or equivalent experience is beneficial
- Experience with non-profit youth focused organizations aligned with UWP values.
- Passionate about the importance of arts, culture, and equality in our community; capacity to passionately articulate the mission, vision, and relevancy of Up with People to others.
- Proven ability to make complex decisions using quality data while balancing the needs of multiple stakeholders.
- Entrepreneurial spirit and the ability to foster a collaborative and positive environment.
- Demonstrated ability to collaborate with diverse populations authentically and professionally.
- Strong relationship building and project management skills with a strategic and creative thought process.
- Extremely strong written communication skills.
- Proficiency in proofreading and editing grant proposals.
- Small and large group presentation skills preferred to be utilized in virtual or on-site meetings.
- Proficient with Microsoft Office Suite and Google Suite required.
- Proficiency with Salesforce CRM platform.
- Deadline driven, organized, resourceful, and outcome oriented.
- Work occasional nights and weekends, as necessary.
- Exhibit high ethical standards of conduct and confidentiality when collaborating with internal and external constituencies.

ABOUT UP WITH PEOPLE:

Up with People was established in 1968 as a 501(c)(3) international nonprofit organization and has been empowering communities and youth through transformative programs ever since. Up with People empowers youth to lead change in the world through performing arts, dialogue, and worldwide travel. Since its inception, Up with People has hosted 22,000+ youth participants in their programs from 135 countries and engaged over 5 million people from 73 cultural regions with a common message for peace.

Up with People continues to further its vision of an inclusive and sustainable world where people are equal in dignity and rights by developing and scaling unique programming focused on fostering values-based leadership and life skills for teenagers and young adults. Up with People has bold goals for 2023 and 2024 with the recent launch of its VOICES by UWP program, focused on proudly developing a community of changemakers to lead conversations, communities, and collective action on global challenges. VOICES offers a world class global citizenship curriculum, a capstone project with mentorship, community service and cultural immersions, and a community festival and powerful show on equity, dignity and rights for all.

ORGANIZATION VALUES: Integrity, Respect, Accountability, Compassion, Connectivity, and Collaboration.

BENEFITS & PERKS: You will have life and disability coverage. No other benefits are provided for positions 24 hours or less per work week.

COMPENSATION: Salary range \$29 - \$36 hourly.

Please submit your resume and CV to employment@upwithpeople.org

Up with People is an Equal Opportunity Employer and is committed to promoting the growth of a diverse and inclusive culture.