



Grant-writer (Contract position, up to 15 hours/week)

Since 1995, The Asian/Pacific Islander Domestic Violence Resource Project (DVRP) has provided services to survivors of domestic violence in Washington DC, Maryland and Virginia. It is an organization that was founded by survivors and continues to be survivor-led and driven. Asian/Pacific Islander Domestic Violence Resource Project (A/PI DVRP) supports and mobilizes Asian/Pacific Islanders to build safer communities by responding to harm and striving to end gender and power-based violence.

Summary Overview:

The Grant Writer will work closely with the Development Team and Executive Director to increase DVRP's operational capacity by building revenue through securing grants, individual donations, and major gifts. We are seeking a candidate with proven experience in donor engagement across diverse stakeholder landscapes (i.e., foundations, corporations, academic institutions, government organizations, etc.). Additionally, the consultant should have excellent research, communication, and writing skills needed for grant writing.

Responsibilities:

Grant Writing & other donor engagement:

- Research to identify Federal and State grants, that match DVRP's mission and priorities.
- Knowledgeable about DVRP's mission, including its organizational and programmatic priorities.
- Perform research on foundations and corporations to evaluate prospects for corporate and foundation grants for both restricted and unrestricted funds
- Writing, submitting, and managing grant proposals; including a calendar to manage reporting deadlines, grant renewals etc.
- Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs.
- Develop DVRP's Annual report synthesizing our programmatic work throughout the year
- Develop social media posts that can be used for donor solicitation purposes
- In coordination with project teams, drafts, coordinates, and submits grant and stewardship reports.
- Participates in meetings with funders as needed.
- Coordinate with DVRP staff to identify operational requirements and needs and synthesize information into a tangible goal and objective for the grant writing.
- Oversees the preparation of persuasive solicitations, proposals, reports, correspondence and other development-related communication materials in support of the Executive Director and development-related activities

**Knowledge, Skills, and Abilities Required:**

- Demonstrated ability in securing major grants and gifts from individuals, corporations, foundations, and other private funding sources
- Database management skills (Familiarity with Every Action preferred)
- Exceptional interpersonal skills and the ability to interact effectively with prospects, donors, and/or volunteers in a wide range of roles
- Must be organized, flexible, and agile to competing priorities and deadlines
- Highly developed verbal and written communication skills and the ability to present effectively to small and large groups
- Prefer expertise and experience working for a non-profit with a focus on gender, women's empowerment, and address gender-based violence
- Self-starter with proven ability to pay close attention to detail while maintaining a broad perspective on program goals and approaches
- Proficiency in the use of Word, Excel, Power Point, Adobe Acrobat; SharePoint proficiency preferred
- Excellent social media skills

This consultant will report to the Executive Director.

Compensation: \$50-\$60/hour based on experience

Application Process:

Please submit to the Hiring Committee at hr@dvrp.org with a title, "Grant writer"

1. Resume
2. Cover letter
3. A 3-page writing sample that highlights your grant writing skills
4. 3 references

We will be responding to applications on a rolling basis until filled and will not respond to phone inquiries. Incomplete applications will not be reviewed.

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gender identity, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, and place of residence or business