



Advocacy for Human Rights in the Americas

Grant Writer

The Washington Office on Latin America (WOLA) seeks a Grant Writer to join our fast-paced and dynamic development team. This creative team works to increase and expand the philanthropic partnerships that make WOLA's human rights advocacy possible. We are looking for someone passionate about social change who understands the value and strategic function of fundraising in creating that change. This person should be an extraordinary writer who has professional writing experience and passion for human rights and social justice. This employee will be responsible for drafting concept notes, grant proposals and reports, and other written materials as necessary. They will also work with the development assistant to track deadlines, process grants accurately, and ensure compliance with grant and reporting requirements.

WOLA is an organization in which everyone is self-motivated, goal-oriented, and passionate about our work. We are committed to what we do. Our leadership works hard to support us with a culture of innovation, collaboration, and excellence. WOLA has twice been recognized by *Washingtonian Magazine* as one of D.C.'s "Best Places to Work" and by *The Washington Post* as one of D.C.'s best-managed nonprofits. WOLA has a full-time staff of approximately 27, with seven interns, and six senior fellows.

Reports to: Vice President of Philanthropy and Partnerships

Supervises: Splits the use of a Development Intern

RESPONSIBILITIES:

1. Primary responsibility will be to draft concept notes, proposals, reports, donor communications, and other materials as needed.
2. Identify and research new foundation, corporate, and third-country government prospects. (WOLA does not accept funding from the U.S. government.)
3. Accurately and confidently represent WOLA's programming to institutional audiences.
4. Provide grant management support, including internal processing of grant contracts, deliverables, and incoming payments; tracking deadlines and external interactions; and maintaining files on grants.
5. Assist in the management of WOLA's donor database, helping to input accurate data, track progress on fundraising goals, and generate reports.
6. Additional job requirements: possible overseas travel; full-time position; some long hours and weekend work required.

QUALIFICATIONS:

1. At least 2 years of experience writing foundation grants and/or reports for nonprofits.
2. A demonstrated commitment to and interest in human rights and social justice.
3. Exceptional writing and editing skills (in English) required.
4. Strong research abilities and familiarity with foundation research tools highly desired.
5. Superior interpersonal skills and an ability to cultivate effective relationships with philanthropy staff as well as work collaboratively with WOLA staff.
6. Experience with fundraising contact management systems desirable.
7. Interest in international public policy, particularly in Latin America.
8. Extreme attention to detail and an ability to maintain organized and accurate records and work well under deadlines.
9. Knowledge of Spanish highly preferred.

Salary: \$50,000. Full health, dental, vision, and life insurance 100% paid by employer; three weeks of annual vacation. The office is closed between Christmas and New Year's.

Deadline: January 24th, we are accepting rolling applications.

Start Date: February or March 2020

To apply: Please submit, in English, the following items in one PDF document: cover letter, resume, two-page English writing sample, and a list of three references with daytime telephone numbers and emails. Send your application to employment@wola.org with the subject line "Grant Writer."

-No phone calls please-

WOLA values a diverse workplace and encourages minority candidates to apply. WOLA is an equal opportunity employer, and does not discriminate based upon race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, prior record of arrest or conviction, caregiver status, gender identity or expression, family responsibilities, or any other status protected by applicable law. Due to the level of this position, we regret that it is not eligible for a work visa; we can only hire candidates currently authorized to work in the United States on a full-time basis.