



Advocacy for Human Rights in the Americas

Grant Coordinator

The Washington Office on Latin America (WOLA) seeks a Grant Coordinator 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. They will spearhead the execution of our grants portfolio and support the cultivation and stewardship of institutional donors, including performing research on new prospects. They 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. This person should be passionate about social change and understand the value and strategic function of fundraising in creating that change. They should be an extraordinary writer with professional writing experience and a passion for human rights and social justice.

WOLA is an organization that values upholding human dignity and making space for unheard voices. We are passionate about our work and strive to make our organization a healthy and safe space for all to work in and feel supported. We support our staff with a culture of innovation, collaboration, understanding, and integrity. WOLA has been recognized by Washingtonian Magazine twice as one of DC's "Best Places to Work" and by The Washington Post as one of DC's best-managed nonprofits. We have an office of twenty-seven staff, three interns, and six senior fellows. Due to the type of advocacy work WOLA does, all employees are expected to work from the office two days per week.

Reports to: Vice President of Development

Responsibilities include:

- *Manage WOLA's foundation and international government grants portfolio (45%):*
 - Write proposals and reports;
 - Work with program staff to set goals, measurable outcomes, and evaluation strategies for grant-funded programs and projects;
 - Manage the proposal and report-editing process; and
 - Work with the finance team to ensure the completion of budgets and financial reporting.
- *Assist with prospecting, cultivation, and stewardship of grant supporters (25%):*
 - Support the Vice President for Development in managing foundation and international government donor relations;
 - Identify and research new potential foundations and non-U.S. government donors;
 - Write email updates to funders;
 - Support or lead funder meetings; and
 - Provide talking points or background information on funders to WOLA's development team and program staff.
- *Oversee grant management and processing systems (20%):*

- Oversee the work of the Development Assistant related to tracking deadlines, inputting grants data, and tracking funder communications in WOLA's online database; and
- Educate staff to ensure they understand the compliance requirements of grant contracts.
- *Provide high-level writing and editing support to WOLA (10%):*
 - Write and/or edit institutional products such as email send-outs, proposals, reports for major donors, etc.

Qualifications:

- Fluency in English and Spanish.
- At least three years of experience writing foundation grants and/or reports for nonprofits.
- Exceptional writing and editing skills.
- Interest in international public policy, particularly in Latin America.
- Strong research abilities and familiarity with foundation research tools.
- Experience with fundraising contact management systems is desirable.
- The ability to take detailed academic-like ideas and condense them into an easy-to-understand written product.
- We encourage a variety of individuals to apply for this role, even if you don't meet 100% of the qualifications.
- *Please note: 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.*

Salary: \$55,000-\$65,000 dependent on experience and skills. Benefits include full health, dental, vision, and life insurance 100% paid by WOLA; four weeks annual vacation, 5% retirement match at one year of employment, four weeks of sick leave, and twelve weeks of parental leave. The office is closed between Christmas and New Year's and has a three-day weekend every month.

Deadline: Accepting rolling applications and interviews will be conducted as packets are received. The final due date is May 20, 2022.

Start Date: Early June, we hope for at least a week of overlap between the outgoing employee and the new.

To apply: Please submit, in English, the following items in a PDF format: cover letter, resume, two-page English writing sample, a two-page Spanish 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 Coordinator." All applicants will receive an automatic email confirming the receipt of their materials and will be contacted if they are moved forward in the process.

WOLA values a diverse workplace and inclusive culture; we encourage applications from a variety of individuals, even if you don't meet 100% of the qualifications. WOLA is an equal opportunity employer, and does not discriminate based upon race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity or expression, family responsibilities, socio-economic circumstance, record of arrest or conviction, or any other status protected by applicable law.