

Bridging Freedom Grant Writer

Part-time to Potential Full Time Position

Job Description:

Bridging Freedom is a 501(c)(3) faith based organization working to bring the community together to combat child sex trafficking. We are committed to providing awareness and prevention materials on this issue, and in building an urgently needed therapeutic safe home campus community to help young girls find healing through safety, therapy, medical care, education, life skills, and personal growth for a new hope in life.

We are seeking a grant writer to join our team as soon as possible.

Major Responsibilities:

- Researching, developing, and writing grant proposals to foundations and other grant-making organizations, persuasively communicating Bridging Freedom's mission and program to potential funders.
- Assembling and submitting requirements of the potential funder, including but not limited to letters, proposals, budgets, presentations.
- Establishing and maintaining contact and follow-up reports with foundation contacts and program officers.
- Maintaining an organized calendar to ensure the submission of letters of inquiry, proposal deadlines, and reports in a timely manner.
- Prioritizing projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals.

Knowledge & Skills:

- Experience with proposal grant writing.
- Knowledge and experience with grant funding sources and foundations listing RFPs.
- Knowledge and experience with research techniques for fundraising prospect research.
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Self-motivated.
- Capable of making good independent decisions.
- Must work well with others and contribute in team environments.

Qualifications:

- At least 3 years of successful grant writing.
- Experience in grant writing for children's issue and/or non-profit preferred.
- Experience with startup organizations a plus.

To apply:

Send a cover letter, resume, both a personal and professional recommendation, and salary requirements to employment@bridgingfreedom.org.