



POSITION ANNOUNCEMENT

Position title: Grant Writer
Category: Full-time position
Reports to: Grants Manager
Location: Kansas City, MO
Closing Date: Open until filled

Introduction

Position Description

The primary purpose of this role is to create compelling proposals and progress updates for existing and potential strategic funding partners, helping connect donors to our work, and ensure efficient coordination across internal teams to ensure all deliverables and deadlines are met. Water.org's Grant Writer reports to the Grants Manager and works closely with many departments, especially the Strategic Alliances, International Programs and Marketing teams. More specifically, this team member plays a critical role in helping Water.org build a strong and impactful community of supporters to accelerate progress against the global water crisis.

SPECIFIC AREAS OF RESPONSIBILITY INCLUDE

Proposal Writing

- Develop grant proposals for strategic donors in collaboration with Strategic Alliances team leads.
- Coordinate timelines for proposal elements to ensure high-quality, timely proposal submissions.
- Assemble and synthesize information from the International Programs team and external sources into clear and concise proposal language.
- Write, review and edit proposal content, ensuring all narrative, numeric and graphic information is accurate and consistent.
- Work with the International Programs team and with Administration/Finance team to review and harmonize proposal budgets with narrative.
- Make necessary proposal revisions based on donor feedback, in coordination with Strategic Alliances team leads.

Progress Reports

- Assist in managing grant deliverables for strategic donors.
- Compile, edit and write narrative progress reports to share compelling stories around program impact with key supporters. This includes copy-editing and preparing reports for external distribution.
- Assemble budget and expenditure information from International Programs team and the Administration/Finance department.
- Collect program data and updates for donor reporting.
- Assemble stories from the field in partnership with International Programs team.

- In conjunction with Strategic Alliance team leads, respond to queries from donors on reports and progress.
- Help track and coordinate all reporting due to donors.

Other Support

- Ensure all documents are consistent with Water.org's core messaging and the organizational communications strategy.
- Research relevant statistics, data and sector information as needed.
- Edit and research related materials as needed.
- Other duties as assigned.

Qualifications and Skills

- Bachelor's degree, preferably in English, Journalism, Communications, or related field, with a deep understanding of international development.
- Three to five years of relevant professional experience preferably in grant-writing and persuasive communications.
- Talent for quickly learning and translating complex topics into clear, concise and compelling content.
- Exceptional ability to collaborate, communicate and execute across functions and all levels of employees and stakeholders.
- Excellent attention to detail and results-driven.
- Self-starter who is organized and can initiate, implement and complete projects in an entrepreneurial and fast-paced environment.
- Demonstrated flexibility and comfort operating under tight deadlines.
- Passionate about international development, with experience in the microfinance and/or water and sanitation sector a significant plus.
- Strong knowledge of MS Excel, Word and Adobe software.

Salary/Benefits

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, retirement program and periodic review for incentive pay based on organizational and personal achievement. Salary will be based on education and experience, and will coincide with similar nonprofit organizations in international development.

Application Information

Please visit <http://water.org/about/careers/> to apply. Please title your attachments with last name, first name. Résumés will be reviewed as they are received.

PLEASE DO NOT CONTACT US FOR UPDATES.

Deadline: Open Until Filled.

Water.org is an equal opportunity employer. We do not discriminate on the basis of age, ethnicity, gender, nationality, religious belief or sexual orientation.

Thank you for your interest in Water.org!