POSITION ANNOUNCEMENT

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

Introduction
Nearly one billion people – about one in nine – lack access to clean water. More than twice that many, 2.5 billion people, do not have access to a toilet. These are the people Water.org serves. We are a global nonprofit dedicated to solving the water crisis – in our lifetime. Founded by Gary White and Matt Damon, Water.org pioneers innovative, community-driven, and market-based initiatives to ensure all people have access to safe water and sanitation; giving women hope, children health, and communities a future. To date, Water.org has positively transformed the lives of more than 1.7 million individuals living around the world, ensuring a better life for generations ahead. You can learn more at www.water.org.

Position Description: Grant Writer
The primary purpose of this role is to create compelling proposals and progress updates for existing and potential donors, help 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 International Programs, Development and Marketing teams. This position will be based in Kansas City, MO (headquarters) or San Francisco, CA (satellite office).

SPECIFIC AREAS OF RESPONSIBILITY INCLUDE:

Proposal Writing
- Develop grant proposals to strategic donors in close coordination with the Development and International Programs team members.
- Coordinate timelines, manage deadlines, and track proposal elements to ensure high-quality, timely proposal submissions.
- Create key messaging, concept notes, and supporting information to compel donor giving and engagement.
- 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.
- Respond to proposal questions and make necessary proposal revisions based on donor feedback, in coordination with Development team leads.

Donor Reporting
- Assist in managing grant deliverables for strategic donors.
- Compile, edit and write narrative progress reports. Develop compelling, concise narrative to convey donor impact and engage donors. Copy edit and prepare reports for external distribution.
• Assemble budget and expenditure information from International Programs team members and the Administration/Finance department.
• Collect program data and updates for donor reporting.
• Assemble stories from the field in partnership with International Programs team.
• Help coordinate reporting requirements across departments.
• Respond to queries from donors on reports and progress in conjunction with Development team leads.
• Help track and coordinate all reporting due to donors.

Information Management
• Update and draft key templates for grant agreements, fact sheets, statistics and other organizational resources.
• Assist with coordination and maintenance of an inter-departmental resource for matching development opportunities with available program funding.
• Create and manage country-specific background information and program overviews to help tell the Water.org story and share the impact of our approach with prospective/existing donors.
• Work closely with Marketing and Communications team to ensure all documents are consistent with Water.org’s core messaging and the organizational communications strategy.
• Assist with the development and management of information resources.
• Research relevant statistics, data and sector information as needed.

Other Support
• Assist with cross-departmental coordination and communication.
• Support activities and planning related to the strategic direction of Water.org and the International Programs department.
• Contribute to the development of improved systems.
• 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.
• Three years of relevant professional experience preferably in grant-writing and persuasive communications with an international nonprofit or foundation.
• Exceptional ability to collaborate, communicate, and execute across functions and all levels of employees and stakeholders.
• Strong project management skills.
• Ability to thrive in an entrepreneurial and fast-paced environment.
• Excellent communication, persuasive writing and editing skills.
• Talent for translating complex topics into clear, concise, and compelling content.
• Editorial experience preferred.
• Ability to effectively and efficiently perform multiple tasks and balance competing priorities.
• Demonstrated flexibility and comfort operating under tight deadlines.
• Detail-oriented and results-driven.
• Self-starter who can initiate, implement and complete projects.
• Willingness to roll up your sleeves and do what it takes to do the job well.
• 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.
• Experience with Raiser’s Edge a plus.
**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 send a resumé including cover to positions@water.org noting “Grant Writer” in the subject line. Please title your attachments with lastname, firstname. Resumés will be reviewed as they are received.

**NO PHONE CALLS PLEASE**

**Deadline:** None, Position 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!