

CAREER OPPORTUNITY

Title: Grant Writer

FLSA Code: Exempt; Full-time

Location: Breakthrough Men's Center 402 N. St. Louis Avenue Chicago, IL 60624

We are Breakthrough:

Breakthrough partners with those affected by poverty to build connections, develop skills, and open doors of opportunity. Breakthrough is intentionally located in and works alongside residents in East Garfield Park. Each year, Breakthrough has the opportunity to work with over 6,000 local residents and their families.

Position Summary:

As a member of the Fund Development team, the Grant Writer performs various tasks including but not limited to:

- Manage the writing, preparation, and submission process of grant proposals, reports, budgets and other grant requirements to meet designated goal. This includes: monitoring deadlines and ensuring timely submission of proposals, reports, grants paperwork, acknowledgments, and other funder correspondence
- Ensure accurate data and relevant statistics in grant proposals – update external data
- Implement process for ongoing collaboration with program departments to ensure accurate and compelling descriptions of programming efforts, goals, and impact.
- Review and communicate funder requirements/expectations/deadlines with appropriate staff; ensure that grant projects remain on schedule
- Maintain electronic and paper records related to grants, as well as grants calendars. Maintain accurate records in Salesforce and keep M drive files current
- Support Breakthrough's Fund Development events, including the Annual Benefit, Young Professional Board events, Little Goat, and other donor cultivation events
- Support Director of Development with creating departments fundraising goals
- In conjunction with the Director of Development, share the mission and vision of Breakthrough to external stakeholders, including foundations, corporations, and other prospective donors. Includes on and offsite speaking engagements, donor tours, and donor cultivation events

Educational/Experience Requirements:

Minimum of Bachelor's Degree in Communications, English, business, or related field. 3 years of non-profit experience; previous experience in research and/or grant writing is preferred.

Compensation/Benefits:

In exchange for the above, we offer competitive wages and a comprehensive benefit package including: paid time off, group health benefits, free fitness center membership, employee discounts and more.



402 N. St. Louis Ave. Chicago, IL 60624 PHONE: (773) 722-1144
FAX: (773) 722-1434 www.breakthrough.org

To Apply:

Send/email/fax cover letter, resume along with grant proposal writing sample to:

Breakthrough Urban Ministries

Attn: Human Resources

402 N. St. Louis Avenue

Chicago, IL 60624

E: acesario@breakthrough.org

Fax: (773) 722-1434

We regret that we cannot take phone calls regarding this position. Breakthrough is an Equal Opportunity Employer.

All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, veteran status, political affiliation, sexual orientation, or any other non-merit factors. If a reasonable accommodation is needed for any part of the application and hiring process, please contact us via the telephone number listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.