

Grant Writer/ Development Assistant

Lawrenceville, NJ

March 2020

Background

Mission

People & Stories / Gente y Cuentos is dedicated to opening doors to literature for new audiences. Through oral readings and rigorous discussions of enduring short stories, we invite underserved participants to find fresh understandings of themselves, of others, and of the world.

History

People & Stories / Gente y Cuentos (P&S/GyC) began in 1972, when founder Sarah Hirschman organized a Spanish language reading group for Puerto Rican women in Boston. Over the next 15 years, programs in Spanish expanded to Trenton, New Jersey, Buenos Aires, Argentina; and cities in Florida, Texas, New York, and Puerto Rico.

The program in English, People & Stories, began in 1986 in New Jersey, and the bi-lingual project became a non-profit corporation in 1993. Since then, the program continued and has expanded from its New Jersey base to story circles and reading groups throughout the United States, fueled by multi-year National Endowment for the Humanities and National Endowment for the Arts grants.

Today, our programs continue to reach youth, adults, and seniors in diverse social service agencies—including residential treatment facilities, prisons, homeless shelters, adult education programs, libraries, senior centers, and alternative schools—on local, regional, and national levels.
(www.peopleandstories.org)

Job Summary

Position Overview

People & Stories / Gente y Cuentos (P&S/GyC) has an immediate opening for a full-time Grants Writer and Development Assistant. Reporting to the Executive Director, he/she will:

- undertake all institutional writing, including letters of intent, proposals, reports and collateral materials;
- track funding, report and appeal deadlines;
- process income and manage donor database
- assist ED and staff with development-related events;
- and work closely with highly collaborative Board-level Grants and Development Committees.

Responsibilities

Detailed responsibilities include:

- Write 30+ grant proposals, letters of intent, and reports annually for foundation, corporate and government funders;
- Ensure the timely submission of new and renewed proposals, reports and supplemental materials;
- Identify new institutional funding prospects with the support of the Board-level Grants and Development Committees;
- Participate in team meetings to review progress towards meeting the organization's annual development plan;
- Support ED, Board and staff at annual Gala and periodic cultivation events;
- Attend and observe some P&S/GyC programs at various sites, including some weekends.

Qualifications/Requirements:

- Superb writing skills and ability to write nuanced, compelling cases for support;
- Ability to sustain focus on detailed and lengthy grant projects;
- Highly organized and able to meet deadlines and work on multiple projects at once;
- Demonstrate a pro-active approach, flexibility and a positive attitude.

Previous grant-writing experience and nonprofit work experience preferred but not mandatory.

People & Stories/ Gente y Cuentos is committed to creating a diverse and inclusive workplace and is proud to be an equal opportunity employer. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, familial status, sexual orientation, disability, national origin, age, or veteran status.

Compensation

P&S/GyC offers a competitive salary, and the opportunity to work remotely for part of each week.

How to Apply

Please send your cover letter, two (2) writing samples and resume to:

P&S/GyC Hiring Committee: apply.peopleandstories@gmail.com