



Job Posting Grant Writer / Reporter

Credit Where Credit Is Due seeks a part-time or full-time Grant Writer to ensure CWCID maximizes fundraising opportunities available in the foundation and corporate community. The Grant Writer will be responsible for identifying new prospects, submitting grant proposals and reports, and serving as point person for general communications with funders. The Grant Writer reports to the Development Director.

About CWCID

CWCID's vision and values are rooted in our founding purpose to bring a cooperative financial institution to the Latino immigrant community of Washington Heights. In 1997, CWCID opened Neighborhood Trust Federal Credit Union. CWCID then dedicated itself to comprehensive financial counseling and education programs which are action-oriented, using credit union services to enable individuals to truly change their financial status.

Today we are a leader in this exciting, but undeveloped "financial capability" field. We have achieved citywide scale, with our financial programs embedded in over 50 sites, serving 6,000 people annually. We are the lead partner for the City's Financial Empowerment Centers Initiative, and have major funding from Bank of America, Goldman Sachs, JPMorgan Chase and The Robin Hood Foundation, among many others.

We seek a Grant Writer who is passionate about our mission, who has strong writing and verbal communication skills, has excellent organization and time-management skills and is able to work independently.

Specific Duties and Responsibilities:

- With the Development team, achieve budget goals for general operating and programmatic revenue goals.
- Create a stable of grant proposal boilerplates, consistent with annual program goals, to guide specific grant proposals.
- Accountable for all grant proposals to new and past prospects.
- Accountable for all grant reports.
- Cultivate new prospects by researching new foundations and related opportunities.
- Work with Administrative Assistant to ensure database is updated and generating helpful reports regarding communications and funder deadlines.

Skills and Qualifications

The ideal candidate will:

- Have 3-5 years of grant writing and fundraising experience in the nonprofit sector, or related writing experience.
- Have excellent written and oral communication skills; be strong ambassador for organization.
- Have excellent organizational skills
- Be a self-starter, able to work independently, with an opportunistic and energetic attitude.
- Be committed to our mission of financial empowerment.

Salary: Commensurate with experience.

To Apply: Send resume to Kathery Zapata, Executive Assistant, kzapata@cwcid.org