

GRANT WRITING OPPORTUNITY

Seeking Asylum & Finding Empowerment (SAFE) www.safeasylum.org is a newly-formed NYC-based grassroots organization that assists predominantly lesbian, gay, bisexual, transgender, queer/questioning, intersex, asexual, plus (LGBTQ2IA+) individuals who have fled hostile countries to seek asylum in the United States. SAFE works to bring together people and organizations with resources to:

- (1) assist this impacted community;
- (2) raise awareness about the global systemic failures and politico-cultural challenges that incubate conditions of discrimination and persecution toward LGBTQ2IA+ people; and
- (3) grow the SAFE organization (its coalition of allies and network of supporters in solidarity with the greater community, and its base of impacted community members) from the ground up to amplify the voice of LGBTQ2IA+ immigrants in the greater movements for justice.

SAFE seeks a qualified individual who will work on an assignment to pursue and attain corporate, philanthropic, foundational and/or governmental grant funds that will continue to sustain the mandate of the organization.

Responsibilities include:

- Preparing proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals as required by the potential grantor.
- Determining proposal concept by identifying and clarifying opportunities and needs, studying requests for proposals (RFPs), and facilitating strategy meetings with SAFE representatives.
- Meeting proposal deadlines by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
- Entering and monitoring tracking data of the application process—from letter-of-interest (LOI) submission up to award.
- Coordinating requirements with contributors and contributing proposal status information to internal review meetings.
- Gathering proposal information by identifying sources, coordinating submissions and collections, and identifying and communicating risks associated with proposals.
- Developing the proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Writing, revising, and editing drafts including executive summaries, conclusions, and organization credentials.
- Preparing necessary presentations by evaluating text, graphics, and binding, and coordinating printing.
- Maintaining quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.
- Obtaining approvals by reviewing proposal with key providers and project managers.
- Improving proposal-writing results by evaluating and re-designing processes, approach, coordination, and boilerplate.
- Updating job knowledge by participating in educational opportunities; maintaining personal networks.

- Accomplishing organization goals by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.

Terms of Assignment:

Compensation rate (negotiable, based on experience): \$20/hr, up to 100 hrs/month (not to exceed)

Pay term: Monthly

Location: Work from home (Must possess full MS Office program package, ability to host online video calls, reliable internet access, ability for file-sharing [Google Drive, etc.], Adobe editor.)

Reporting: Monthly reporting of hours worked (0.25 incrementations) will be required

Assignment Term: Assignment term will be for an initial period of three (3) months, subject to review, then possible extension

Independent Contractor: Terms of assignment will be set forth in an Independent Contractor Agreement with any extension of assignment term modified in writing. A Form 1099-MISC will be issued, with payments of all associated taxes the responsibility of the individual

Qualifications/Skills:

- Written communication and presentation skills
- Technical documentation
- Graphic design and layout skills
- Problem solving
- Coordination awareness and deadline adherence
- Process improvement
- Strategic planning and timelining
- Demonstrated experience of grant preparation in the LGBTQIA+ nonprofit sector and New York City region

Education/Experience:

- Bachelor's degree in English, journalism, media, marketing, communications or related field preferred
- Minimum of 1 year experience in grant writing, fundraising research, general fundraising or a minimum of 2 years comparable/transferable skills acquired in a professional setting

Call to Action

SAFE seeks a dynamic individual who cares about social justice and whose grant-writing skills can empower us to meet the growing demand of our community.

Submission of Application

Interested applicants should send a cover letter, resume, and writing sample to safeasylumorg@gmail.com.