



Grant Writer

Position Summary:

The Grant Writer is a key member of Youth Radio's fundraising team, writing clear and compelling proposals, reports, and other development correspondence as needed. Excellent candidates will have stellar grant writing skills, a successful track record of grant awards, and a keen attention to detail. The Grant Writer reports to the Development Director

Position Responsibility:

Grants:

- Help manage the proposal development and the proposal production processes for government and foundation grant proposals.
- Write, edit and format grant proposals, foundation reports and other development-related communications.
- Assemble proposal attachments and contract documents.
- Work with program staff to develop a deep understanding of Youth Radio's programs, services, deliverables and outcomes.
- Work with evaluation team to pull data and translate it into a compelling case for support.
- Co-manage grant filing system.
- Track multiple projects and deadlines.
- Actively research, follow up, and source future grant opportunities

Required Education and Experience:

- Bachelor's degree or equivalent work experience
- At least four years of grant writing experience, preferably at an organization of a similar size, and with a focus on media, the arts, technology, and/or youth development.

Ideal Candidate Knowledge, Skills, and Abilities:

- Demonstrated superior writing skills. Ability to adapt to and write in multiple 'voices'.
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to organize and prioritize work. Must work quickly and juggle multiple projects and deadlines.
- Highly flexible, adaptable and creative. Able to take direction, and incorporate input from several editors.
- Excellent planning, organizational, time-management skills.
- Excellent interpersonal skills.

About Youth Radio:

Headquartered in Oakland, CA, Youth Radio is a one-of-a-kind, youth-driven production company that serves as NPR's Youth Desk, and through a variety of outlets reaches audiences in the tens of millions. YR is the winner of multiple journalism honors including the Peabody, DuPont-Columbia, Kennedy, Murrow, and White House Arts and Humanities Awards.

Salary & Benefits:

This position includes a comprehensive health, benefits and vacation package, with a salary commensurate with experience.

Requirements:

- Cover Letter
- Resume
- 2 writing samples

Contact:

Please send requirements to hr@youthradio.org. Please put "Grant Writer" in subject line. No calls please. Youth Radio is an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status.