



Grants & Development Contractor

Position Description

The Grants & Development contractor will be responsible for assisting in and supporting fundraising operations for Women Unite!. Women Unite! is a Chicago-based nonprofit that provides capacity-building services for free and on a sliding scale to a range of client organizations. This position will assist with the full range of fundraising and development activities for Women Unite!'s clients.

These activities include grant research, grant writing, and grant reporting with private foundations, corporations, and public agencies. Specifically, this individual is responsible for researching and identifying prospective funders, writing proposals for both unrestricted operating revenue and restricted programs, and submitting timely and accurate reports for all existing grant-funded projects. This individual will also be responsible for helping implement a variety of communications and fundraising projects including, but not limited to event promotion, annual giving campaigns, impact and annual reports, and donor cultivation and stewardship.

Candidates must possess excellent verbal and written communication skills, strong project management skills, a professional demeanor, the ability to work both independently and as a team player, and a desire to take initiative. Women Unite! is based in Chicago, but this position is fully remote. This individual will report directly to the [Executive Director](#).

Qualifications

- ❖ 3-5 years of development experience and/or 1-3 years of grant writing experience
- ❖ Demonstrated experience in obtaining grants for nonprofits
- ❖ Excellent verbal and written communication skills required
- ❖ Strong interpersonal and presentation skills
- ❖ Experience with sourcing opportunities, contact development, and business relationship management
- ❖ Detail oriented, organized, and demonstrated ability to successfully manage multiple projects and tasks concurrently

Responsibilities

- ❖ Grants:
 - Research and identify grant opportunities based on funding amount needed, funding priorities, and organization program

- Communicate with foundations, if needed, to confirm organization's eligibility to apply for funding and area of best fit for funding
- Manage calendar of grant opportunities – including deadlines, required materials, etc.
- Complete and submit grant applications to secure funding
- ❖ Development:
 - Successfully understand and communicate client's mission and vision to external audiences
 - Assist with stewarding client's donors
 - Provide communications support for annual giving campaigns, events, and other fundraising and development projects for Women Unite!, its partners, and its clients
- ❖ Client Support & Management
 - Work with client organization to establish fundraising, communications, and/or grant strategy
 - Work with client to ensure projects are completed smoothly and on time
 - Work with client to establish immediate and longer-term goals and project priorities

Hours: This is a remote, contract position. Contractors must be able to work 20-30 hrs/week. Women Unite! is a Results Only Work Environment, which means focus and performance evaluation is based on results and outputs.

Rate: Hourly rate range is \$25 - \$40/hour and based on experience. Additionally, we offer contractors stipends for health & wellness, internet & phone service, financial support for caretakers, and a retirement match of up to 3%. To learn more about our workplace values and culture, check out our [Transparency & Equity page](#).

To apply: Please email resume, cover letter, 3 writing samples, and a list of grants awarded and/or funds raised through giving activities to [Liz Jansen](#), Executive Director of Women Unite! (lizj@womenunitechicago.org). In your cover letter, please note at least one social or political issue you're passionate about and why.

About Women Unite!

We believe in the power of women and the key role we play in making our world a more just, compassionate place. We strive to uplift the voices of all who have been silenced or marginalized, including queer, trans, and gender nonconforming folx.

Women Unite! is a 100% women-operated nonprofit. Each year we partner with three Chicago-based organizations, offering our services to them for free. The services we provide are [fundraising & communications](#), [graphic design & marketing](#), and [professional training & development](#). To fund the free work we do for our partners, we offer the same services to paying clients. [Check out our website](#) to learn more.