



**POSITION DESCRIPTION:** Grant Writer and Content Creator

**REPORTS TO:** Creative Director

**SUPERVISES:** N/A

**CATEGORY:** Hourly contract position (Approximately 5-15 hours per week)

#### Position Summary:

Make Way for Books (MWFB) and the fund development team are looking to add a creative, enthusiastic, and dynamic team member with experience writing and creating superb content across a variety of communications. The Grant Writer and Content Creator will assist the Creative Director and the Chief Executive Officer with development activities as outlined below. This is an hourly contracted position that reports to the Creative Director. The content writer will support projects initiated by the Creative Director and will create content for online, print, and social media communication for the organization. A strong candidate strives to understand Make Way for Books audiences and is willing to learn and write on a variety of relevant topics, including early literacy, early childhood development, and community needs. The content writer will create accurate, well-researched, and effective content on tight deadlines.

#### Essential Duties:

- Assist with the implementation of development and communications strategies, incorporating a range of approaches including writing grants, donor communications, social media, and events.
- Assist with donor communications and create new ways to connect to donors
- Create quality content for online outreach and communications (i.e., website, blog, social media, online communications, and newsletter)
- Research, identify, and apply for new grant opportunities to further the mission of Make Way for Books
- Employ strong storytelling and development-writing principles.
- Produce creative and inspiring content that connects with donors
- Develop creative and effective social media content
- Align with brand guidelines to produce content that genuinely reflects the work and voice of Make Way for Books

#### Specific Job Skills and Qualifications:

- Strong interest in writing
- Excellent writing and proofreading skills, ability to turn feedback and direction on content into improved, revised work in a timely manner

- At least one year experience in nonprofit development activities and grant writing
- Experienced and effective grant writer with ability and prior history of successfully writing grants that have been awarded
- Bachelor's level education in communications, marketing, development, nonprofit management or like field preferred
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be substituted for the education requirement
- Excellent interpersonal and communication skills with a calm, professional, and a positive attitude; ability to build positive relationships and to effectively represent MWFB
- High level of professional excellence, integrity, and attention to detail.
- Outstanding organizational skills, ability to prioritize, and handle multiple projects.
- Strong time management skills and ability to complete tasks under deadlines
- Self-motivated and self-directed
- Excellent computer skills, specifically with Microsoft Office products, social media platforms (i.e. Facebook, Twitter, and Instagram), and have the ability to learn our grant tracking software Asana.
- An understanding of and belief in the mission of Make Way for Books
- Attitude and work ethic must be aligned with the Make Way for Books Core Values (can be found on our website)
- Ability to maintain donor confidentiality
- Must be willing to get an Arizona-issued Fingerprint Clearance Card
- Ability to communicate and work with diverse populations (Board, staff, volunteers, clients)
- Willingness and ability to work some evenings and weekends
- Familiarity and proficiency with modern office practices and procedures

**We Are An Equal Opportunity Employer:**

It is the policy of Make Way for Books to provide equal opportunity for all qualified persons and we will recruit, hire, train and promote into all job levels the most qualified individuals without regard to race, color, creed, religion, sex, national origin, ancestry, marital status, status with regard to public assistance, disability, age, sexual orientation, or other protected status under any federal, state, or local law.

If you are interested in the position, please send a cover letter, resume, and three professional or personal references to Ally Baehr [ally@makewayforbooks.org](mailto:ally@makewayforbooks.org). Hourly wage will be dependent on experience.