



# Women's Business Development Council

## Senior Grant Writer

### **Overview**

The Women's Business Development Council (WBDC) is seeking a driven and passionate Grant Writer.

Reporting to the Director of Development, this position is for an experienced professional grant writer with a proven track record of researching, developing, writing, preparing, and submitting successful grant proposals for corporate, federal, and state government grants and private foundation grants. Primary responsibilities include responding to grant opportunities – corporate, federal, state, municipal and private foundations.

WBDC is currently operating in a hybrid model. This position will be based in one of WBDC's offices (Stamford, New London, New Haven or Waterbury) and will support our work across the state. Travel to all our offices, as well as other locations across Connecticut will be required. The role is full time and the compensation range is \$65,000 to \$75,000.

### **Duties and Responsibilities**

- Research, vet and cultivate grant opportunities for current and prospective funders to support urgent and long-term program goals
- Prepare and submit grant applications and renewals to existing foundation and corporate funders
- Identify and develop proposals and application packages for new funding opportunities for program/organizational appropriateness, mission alignment, and eligibility. These include but are not limited to corporate, private, federal, state, and municipal funding opportunities
- Lead the WBDC staff in the preparation and execution of three (3) annual federal grant renewal applications
- Maintain a master file of all grant documentation in WBDC's cloud system
- Manage a master calendar of all grant and report deadlines and submissions, as well as all login credentials to online submission platforms. Provide monthly status reports that outline proposal and reporting due dates for the upcoming 2 months, and weekly email updates on the status of current projects
- Conduct a semiannual revision of WBDC grant language - update narrative text and budget information to reflect the most current organizational/program descriptions, data, impact, and trends
- Engage the WBDC Program and Impact teams to formulate compelling program narratives and economic impact data, and work with them to gain a thorough understanding of WBDC's history, programs, and services
- Attend applicable pre-proposal workshops/webinars and provide WBDC management team with information from workshops/webinars
- Secure all required supplemental documentation, including drafting, and collecting signed copies of letters of support and other documents, including memoranda of understanding or articulation agreements that correspond to the project description in the proposal
- Special projects as needed
- Perform other duties as required

## Qualifications

- Bachelor's degree in English, Journalism, Communications, or related field
- Proven track record of a minimum of 10 years of successful grant writing experience including prospect research, sourcing, developing, writing, and submitting successful private, federal, and state government grant proposals
- Excellent writing, organization, and presentation skills
- Strong interpersonal and communication skills, and ability to build trusted relationships
- Superior research and documentation skills
- Deadline and detail oriented, resourceful, and able to multitask
- Strategic planning skills and ability to prioritize and advise appropriately
- Strategic thinker and problem solver
- Familiarity with small business and/or child care industries preferred
- Expert computer skills in eTapestry, Microsoft Office Outlook, Word, Excel, Powerpoint and online grant submission systems

## About Us

Headquartered in Stamford with regional offices in New Haven, New London, and Waterbury, the Women's Business Development Council (WBDC) is the statewide leader of entrepreneurial education for women. WBDC's mission is to support economic prosperity for women and strengthen communities through entrepreneurial and financial education services that create and grow sustainable jobs and businesses across Connecticut. WBDC educates, motivates and empowers women to achieve economic independence and self-sufficiency. Since 1997, WBDC has educated and trained more than 16,670 clients in all of Connecticut's 169 towns—helping women to launch, sustain and scale over 12,500 businesses, create and maintain over 25,880 jobs in Connecticut, and access more than \$28.7 million in capital. Visit [ctwbdc.org](http://ctwbdc.org) for more information.

WBDC offers a competitive benefit package including health, dental, vision, and life insurance, a retirement plan, paid time off, and holidays, in a supportive working environment.

## How We Operate

We are a team of 30 talented individuals who collectively deliver outstanding results through a high level of passion and commitment.

## Please apply if you:

- Possess an *Entrepreneurial Mindset* – creative, motivated, enthusiastic, and energetic
- Are highly detailed and demonstrate a strong sense of urgency in setting and meeting deadlines
- Can multi-task, and jump between projects
- Thrive in a fast-paced environment, and are comfortable with change
- Take initiative, and are willing to go above and beyond to achieve results
- Can work independently, and see the big picture while working in the day-to-day
- Prosper in a culture of teamwork and growth, and value collaboration

## How to Apply

Interested candidates should email their cover letter, and resume to [resumes@ctwbdc.org](mailto:resumes@ctwbdc.org). Please list WBDC SENIOR GRANT WRITER in the e-mail subject line. No phone inquiries.

**Disclaimer**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**WBDC, Inc. Equal Employment Opportunity Statement**

WBDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We welcome qualified applicants to receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.