

Job Description - Interim Development / Grant Writing Consultant

Position/Title: Development / Grant Writer

Reports to: Interim Executive Director

PURPOSE OF POSITION:

To support NAMEN in the identification, creation and submission of comprehensive funding proposals which align with the organization's mission.

SUPERVISION AND REPORTING

The Grant Writer will report to the Interim Executive Director, for supervision and evaluation.

REQUIREMENTS:

Strong commitment to NAMEN's mission, goals, code of conduct, and principles. Proven track record of successfully developing grants with focus on funding streams targeting men and boys. In depth knowledge of national, corporate, foundation and private non-profit funding opportunities. Knowledge of Canadian funding streams is a plus.

RESPONSIBILITIES:

Funding Development.

1. Write and maintain a development strategy for NAMEN, highlighting its strengths within the national member / advocacy / technical assistance and policy support initiatives.
2. Implement aggressive grant proposal development targeting multiple funding outlets including but not limited to, foundations, corporations, governmental and private donor forums.
3. Strengthen individual donor development strategy, coordinating outreach efforts and concerted follow up schedules.
4. Initiate and review partnership development strategy focusing on establishing subcontract opportunities utilizing government grants.
5. Assist in the development and implementation of NAMEN fundraising strategies for 2023 - 2024 fiscal years.
6. Coordinate communications with IED leading to fundraising activities.
7. Prepare monthly development reports for NAMEN board review.
8. Attend scheduled administrative meetings providing insight, successes and development plans.

HOURS/WEEK - This consultant position pays \$40 per hour not to exceed 150 hours totaling \$6000.

Contact Person:

Completed submissions are due to North American MenEngage Network.

Submissions are to be made electronically only to:

Attention: Stevan Lynn, Interim Executive Director

stevan@namenmenengage.org