

# eliminating racism empowering women

# ywca

## Central Massachusetts

Position:	Grant Writer – Marketing/ /Fund Resource Development
Accountability:	Director – Marketing/ Fund Resource Development
Availability:	20 Hours Weekly
Location:	Worcester
CORI Required:	No

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### **About the YWCA Central Massachusetts**

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

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### **General Function:**

Responsible for writing grant proposals for operating, program/project and/or capital projects to private, corporate and government sources in line with the YWCA's mission with the purpose of securing grant funding for YWCA.

### **Responsibilities:**

- Research foundation, corporate and government grant sources at the local, state, regional and national levels that match YWCA's mission and program priorities and qualify ongoing, existing and new funding opportunities.
- Develop and write grant components. Research, compile, describe, organize, analyze and present data and information to write persuasive grant proposals.
- Work with other staff members and departments to collect data and information necessary to write proposals and assist in producing compliance and or progress reports.
- Coordinate the grant submission process insuring deadlines are met.
- Maintain necessary records, files, reports, databases and resource materials pertinent to grant activities.
- Work collaboratively with Resource Development team and assist with other activities as directed.

### **Qualifications:**

- Bachelor's degree preferred
- At least two years experience in grant writing or fund development with a human service agency
- Superior writing and editing skills
- Strong organizational and functional communication skills
- Ability to problem solve, work independently and function as part of a team
- Detail oriented and ability to handle multiple assignments and meet deadlines
- Proficient in Microsoft Office applications

- Knowledge of grant resources and experience in conducting grant research
  - Ability to work flexible hours
  - Valid MA driver's license
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**How to apply:**

If you are interested in applying for the above position please send resume to:

Email: [HR@ywcacentralmass.org](mailto:HR@ywcacentralmass.org)

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts  
Attn: Director of Human Resources  
1 Salem Square  
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.