

Grant Writer

POSITION:

Full-time: 40 hours per week, Monday through Friday, includes full benefits, occasional evenings and weekends.

The National Judicial College seeks an experienced professional grant writer to support the development department which is responsible for the cultivation and development of federal and foundation grants, donor relations, and fundraising campaigns that advance judicial education. This management level grant writer position supports the NJC's philanthropic goals by creating compelling communications to aid in the cultivation, education, solicitation, and stewardship of donors. The Grant Writer reports directly to the Director of Development.

The Grant Writer will prepare foundation, corporate, federal, and individual funding proposals and submit written proposals in a timely manner in compliance with published guidelines. This position will steward post-funding donor relationships and ensure that all donors receive regular, timely, and informative reports regarding the achievement enabled by their giving as well as ensure that donor-required reporting is executed on a timely basis in conformance with donor requirements. The Grant Writer will handle routine correspondence with donor agencies and ensure that all relevant correspondence, receipts and records are appropriately secured.

The Grant Writer will assist the Director of Development in the cultivation of prospects (federal, foundation, and individual) and stewardship of NJC donors. Where and when needed, this position will support the development team with fundraising activities and special events.

KNOWLEDGE/SKILLS REQUIRED:

- Bachelor's degree from an accredited institution and 5 years of progressive fundraising and grant writing experience or Master's degree and 3 years of comparable experience.
- Exemplary written communications skills such as preparing correspondence, developing copy for campaigns, foundation and federal grant writing and reporting.
- Excellent verbal communication skills.
- Attention to detail and ability to follow departmental and organizational procedures.
- Demonstrated history of successful grant-writing.
- Strong organizational skills
- The ability to manage multiple priorities and produce under tight deadlines.
- Interpersonal, public relations and customer service skills, including the ability to interact effectively with coworkers, judges, foundation and federal partners, and individual donors.
- Interpretation and analyses of a wide variety of research information and resources.

PREFERRED EXPERIENCE

- Experience with content management and relational database.
- Experience with nonprofit fundraising.
- Proficiency in use of a personal computer and current software applications including but not limited to Microsoft Office Suite (Word, Access, Excel, PowerPoint, and email).
- Background in social justice.
- Experience with Raiser's Edge Software

Department: *Development, Full-time, Exempt/Salaried with Benefits*

Position Reports To: *Director of Development*

This position is open until filled.

Please apply on the NJC website: jobs.judges.org

Founded in 1963, The National Judicial College is the nation's leading provider of judicial education offering courses to improve judicial productivity, challenge current perceptions of justice and inspire judges to achieve judicial excellence. Housed on the historic campus of the University of Nevada, Reno, the College is a Nevada not-for-profit 501(c) (3) educational institution affiliated with the American Bar Association. Today, its mission remains as relevant as ever: *"Making the world a more just place by educating and inspiring its judiciary!"*