

Job Posting: Grant Writer – Appleseeds Academy

Source: “Grant Writer - Appleseeds Academy.” *NGO Catalyst*, 28 Dec. 2018, ngocatalyst.org/job/grant-writer-appleseeds-academy/.

Link: <http://ngocatalyst.org/job/grant-writer-appleseeds-academy/>

Description: Appleseeds Academy NGO in Ramla Seeks Full Time Grant writer and Donor Relations, associate –

Responsibilities: Full time position that reports directly to the VP of Development

Duties will include, but are not limited to:

- Write high-quality grant proposal narratives, applications, and supporting documents
- Responsible for researching, collecting data, and writing of each grant
- Work with department managers to compile financials and data
- Manage the proposal submission process to ensure timely submission of all required materials.
- Develops and maintains a proposal calendar,
- Coordinate and follow-ups on the progress of submitted proposals
- Develops an annual grants strategy
- Conduct prospect research to identify, cultivate and solicit new grants
- Perform other duties as assigned

Requirements:

- A minimum of 1 year of experience in research and grant writing; nonprofit experience a plus
- Bachelor’s Degree required
- Demonstrated ability to write successful grant proposals
- Detail-oriented, organized, deadline-driven
- Clear, precise and compelling writing skills
- Able to effectively communicate
- Motivated self starter with the ability to work independently with purpose and accuracy in a fast-paced environment
- English Speaker

To Apply: <https://jobs.secrettelaviv.com/job/grant-writer-for-appleseeds-academy/>