



We're Hiring!!

We are looking to add a New Member to our team!

✿ Come work with US! ✿

Grant Writer Position

Founded nearly 18 years ago, the Georgia Latino Alliance for Human Rights (GLAHR) is a non-profit, community based organization that educates, organizes, and empower Latino immigrants across Georgia to defend and advance their civil and human rights.

DESCRIPTION

As a Grant Writer for GLAHR, your primary responsibility will be to identify potential grantors and the execution and submission of grant requests. We need applicants capable of researching funding opportunities within fixed guidelines, initiating and maintaining contact with foundations, writing grants for eligible funding, timely submission of grants and reporting when applicable. This would require a candidate with strong research, writing and analytical skills.

POSITION DETAILS

Full Time

Salary based on skills

BENEFITS

Opportunity to stretch your skills and be a key player in an up and coming organization. Enjoy a fun and committed work environment where you can see the difference you are making every day. Develop relationships with grant-making community locally and nationally, as appropriate. Gain additional skills/networking at applicable professional development seminars or other outside training events.

Specific duties include, but are not limited to:

- Prospect identification, research, proposal development and writing in conjunction with Executive Director.
- Accurate and timely production of final proposals
- Submission of grants when applicable

- Reporting when applicable
- Initiate, maintain and track relationships with founders
- Maintain GLAHR's donor database
- Assist with donor outreach and cultivation
- Bilingual a plus (Spanish/English)
- Analytical skills



QUALIFICATIONS

- Education: Junior, Senior, graduate student or recent graduate from an accredited university
- Experience: Previous experience in research and/or grant writing preferred. Understanding of or prior work/volunteer experience in a non-profit, grassroots community based organization is a plus.
- Bilingual a plus (Spanish/English)

SKILLS/ABILITIES:

The qualified candidate will have excellent writing, verbal, copyediting, phone and organizational skills. Ideal candidates will also be flexible team players, self-motivated and detail-oriented individual with strong interpersonal skills, excellent phone manner and communication skills, and ability to prioritize and work well under a deadline. Computer aptitude and Microsoft Office experience required.

SOCIAL JUSTICE VALUES AND KNOWLEDGE:

A commitment to supporting and working with community organizations, community members. Alignments with the organization's theory of social change and mission, and promote that mission in correspondence with donors and founders.

TO APPLY, PLEASE SEND A RESUME AND COVER LETTER TO GEORGIA LATINO ALLIANCE FOR HUMAN RIGHTS TO INFO@GLAHR.ORG DEADLINE FEBRUARY 28TH 2018. IN THE SUBJECT LINE, PLEASE WRITE YOUR NAME AND POSITION OF INTEREST. NO PHONE CALLS PLEASE. IN COVER LETTER INCLUDE YOUR UNDERSTANDING OF THEORY OF CHANGE IN THE CONTEXT OF GRASSROOTS COMMUNITY BASED ORGANIZATIONS.

GLAHR– Georgia Latino Alliance for Human Rights

Mission: the Georgia Latino Alliance for Human Rights educates, organizes, and empowers Latinas (os) in Georgia to defend and advance their civil and human rights. Established in 2001, GLAHR is a community-based organization that develops statewide grassroots leadership.

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

Georgia Latino Alliance for Human Rights (GLAHR) is committed to equal opportunity for all employees and applicants. GLAHR does not discriminate with regards to hiring, assignment, promotion or other conditions of staff employment because of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender, gender identity, veteran status, disability, genetic information or any other status protected under local, state or federal law. GLAHR is an equal opportunity employer and encourages applications from people of color, LGBTQIA individuals, and women.