



Grant Writer

Part-Time (20 Hours)

Description: Children's Agency in Greenwich, CT is seeking a part-time grant writer. Responsibilities include researching and identifying new funding sources as well as working with existing funding constituents (individuals, foundations, corporations, and government). Select and prepare program materials, write and submit grant applications as well as contract submissions to meet deadlines. Additional responsibilities include fulfilling all reporting requirements and performing all necessary follow-up.

Qualifications: Bachelors Degree. Exceptional organizational, written and oral communication. Proficient computer skills. Must have minimum 3- year experience in grant writing to foundations and contracts at town/city, state and federal level in a non-profit setting.

If interested, please contact Alon Marom, 203-622-6556 or amarom@kidsin crisis.org.