

Contract Grant Writer/Development Assistant

2019

Commitment: Approximately 20 hours per week, but flexible according to workflow and needs

Organizational Description:

Since 1972, the New Mexico Humanities Council (NMHC) has sought to engage New Mexicans with history, culture, and diverse humanities topics through Council-conducted public programs and grant funding for special projects. NMHC supports public programs in New Mexico communities which inspire inclusive conversations that strengthen our civil society and celebrate diverse human experiences. The New Mexico Humanities Council is New Mexico's independent, 501(c)(3) nonprofit state partner of the National Endowment for the Humanities.

Scope of Responsibilities:

We seek a professional who can provide support to the Executive Director in his fundraising work. In addition to identifying new funding opportunities through thorough research, the successful candidate will craft compelling, competitive grant applications to foundations, corporations, government agencies, and individuals. The Grant Writer/Development Assistant will also assist the Executive Director and other staff with special fundraising campaign mailings. S/he should demonstrate a proven track record in identifying new funding opportunities; comprehensive knowledge of research, and the ability to identify and distinguish funding opportunities for special programs.

Essential Functions and Skills:

Grant Development and Fundraising Assistance:

- Research and identify new government, corporate, foundations and private funding prospects.
- Work in conjunction with program staff and Executive Director to generate proposals and supporting documents in response to solicitations that are well written and well-researched.
- Maintain and implement funding calendar activities.
- Identify funding opportunities and new program areas to match NMHC's priorities, using research tools.
- Assist with special fundraising campaign mailings, including researching direct mail options, printing, editing, and delivery of materials for mailing. May also assist with tracking campaign outcomes.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow organization mission, philosophy, policies and procedures.
- Ability to multi-task and work in a fast-paced environment.
- Excellent presentation, writing and communication skills.
- Have the ability to work effectively under pressure.

Other Details:

- May require occasional travel as assigned.
- This is a work-from-home position.
- Pay based on experience.

Education and Experience:

- Bachelor's degree required.
- Qualified candidates should possess excellent writing and computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills.
- Proven track record of identifying resources for grant writing purposes, along with two to three years of successful grant writing experience.

To Apply:

Email the following to executivedirector@nmhum.org by May 31, 2019:

- a letter of interest with your qualifications
- a resume
- names, addresses, and telephone numbers of three references
- a writing sample, preferably drawn from a successful grant application.

NMHC is an equal opportunity employer.