

Grant Writer Jubilee Housing

Status: Full-time, exempt employee
Salary: \$55,000 - \$65,000
Reporting: Director of Development
Location: Washington, DC
Deadline: Resume reviews begin immediately.



About Jubilee Housing

Founded in 1973, Jubilee Housing (Jubilee) is an award-winning nonprofit that provides high-quality affordable housing and holistic support to people experiencing persistent economic hardship in the Adams Morgan, Columbia Heights, and Mount Pleasant neighborhoods of Washington, DC. Its mission is to build diverse, compassionate communities that create opportunities for everyone to thrive.

In a city whose rapid development and prosperity is widening the racial wealth gap, Jubilee's focus is *justice housing*, defined as deeply affordable housing with wrap-around programs and services located in thriving neighborhoods. With 10 properties and 299 units in northwest Washington, clients consist of households exiting homelessness, workers earning minimum wage, seniors, people with disabilities, and those returning from incarceration. Jubilee is committed to providing housing and services, as well as working at the system level to overcome persistent patterns and impact of racial inequity.

In the past few years, Jubilee has entered an exciting period of strategic growth. A 30% expansion is underway, which includes 120 new homes with dedicated buildings for returning citizens and families. Jubilee's team is growing to support this expansion, with family support services, property management, real estate development, and administrative support.

Jubilee seeks an experienced and talented grant writer who shares the organization's passion for building inclusive and thriving neighborhoods. This position offers justice-oriented citizens a great opportunity to do mission-driven work that has a deep and positive impact on their own neighborhood, community, and city.

Position Overview

The Grant Writer will be an essential team member helping Jubilee diversify and increase its contributed revenue through new and existing foundation, government, and corporate relationships to support Jubilee's expansion plans. Working collaboratively with the Institutional Advancement team, the Grant Writer adds strategic and operational momentum to the organization's fundraising and external relations activities.

The Grant Writer will have primary accountability for the composition and compilation of grant submissions in coordination with the Director of Development and other key staff. They will be an integral partner in positioning Jubilee's mission and programming to engage and appeal to various fundraising stakeholders. They will communicate clearly and persuasively about the organization and services provided, guided by internal communications with programmatic staff. They will report to the Director of Development and work closely with the VP of

Institutional Advancement, the Director of Impact and Evaluation, the Grants Reporting Manager, the Finance Department, and the President & CEO.

The ideal candidate will bring initiative, enthusiasm, and creativity to the job and set realistic, but ambitious fundraising goals. They will research new opportunities, cultivate prospects, and win funding to bolster the organization's rapid growth. The Grant Writer position offers the right individual a meaningful opportunity to provide tangible, real-world benefit to members of the community that faced the greatest barriers to economic mobility, while gaining invaluable local and regional fundraising experience within a dynamic and growing organization.

Jubilee Housing's administrative headquarters is in Adams Morgan. The organization has been working remotely, and hope to return to the office this spring with flexible work arrangements. The Institutional Advancement team does come into the office frequently for donor meetings, walking tours, and periodic administrative duties.

The Grant Writer role is ideally a full-time position, but Jubilee is open to a partial schedule for candidates with significant experience. Please indicate this interest in your cover letter.

Key Responsibilities

- Manage a portfolio of 50 former, current, and prospective government grantmakers, private and family foundations, and corporate sponsors.
- Maintain a detailed and accurate grants calendar that schedules and tracks all deadlines and grant activities.
- Responsible for preparing and submitting approximately four letters of inquiry and grant proposals monthly alongside grant reports as needed.
- Perform ongoing prospect research to identify potential funders in new and existing markets using databases such as Foundation Directory, Instrumentl, GrantStation, and other resources.
- Evaluate grant opportunities sourced by other team members.
- Oversee and coordinate all project planning to manage the timeline, development and submission of letters of intent, proposals, and reports.
- Maintain and update funder records in Salesforce, including but not limited to deadlines, proposal/LOI/report submissions, contact information, funding priorities, grant cycles, correspondence and communications, cultivation and stewardship activities, and strategy notes.
- Work collaboratively with executive, finance, program, and research/impact staff to coordinate the preparation of proposals, including financial information and the collection or creation of grant attachments and supplemental materials.
- Maintain rapport and continuous communication with organizational leaders, program staff, and finance staff to gather relevant program and organizational information to inform strong and compelling proposals.
- Copy edit and review program reports and other documents as requested to assist with internal quality control.
- Stay informed about potential funding opportunities, government RFP cycles, and policy and program trends in housing, education, environmental justice, and reentry.
- Support department wide activities including annual fundraising events, resident facing

events, blog posts, and other donor related activities.

Experience, Skills, and Qualities

- Passion for Jubilee's vision, values, and mission of building diverse, compassionate communities that create opportunities for everyone to thrive.
- 2+ years experience nonprofit grant writing, preferably on a fundraising team.
- Proven track record researching and securing grants from various sources, including \$100k+ and multi-year grants.
- Exemplary written communication skills with a demonstrated ability to synthesize and convey complex information succinctly, clearly, persuasively, and tailored to different audiences as needed.
- Ability to multi-task and successfully manage multiple projects and deadlines; incisive attention to detail without losing sight of overarching strategy.
- Knowledgeable about budgets and financial statements.
- Proficient in Microsoft Office and Outlook and CRM software, preferably Salesforce.
- Flexible, adaptable, and comfortable working in a fast-paced, nonprofit environment.
- Resourceful professional who builds efficient systems, takes initiative, and reliably implements sound strategy and decision making.
- Focused on self-improvement; able to take criticism and coaching constructively.
- Able to work independently with minimal supervision and as part of a team.
- Comfort with a spiritually-grounded workplace.

Compensation

Compensation for this role has budgeted in the \$55,000 - \$65,000, commensurate with experience. Jubilee offers excellent benefits, including health, vision, and dental insurance, short- and long-term disability and life insurances, paid vacation, sick leave, holidays, transportation stipend, and a matched contribution retirement plan.

Application Process

Interested applicants should submit a resume and a cover letter that describes their interest in and qualifications for this role to rely@jubileehousing.org and jjohnson@jubileehousing.org. Please reference the Grant Writer in the subject line. Resume reviews begin immediately.

Background and Reference Checks

Finalist(s) for this position will be subject to drug screening and will be required to consent to a pre-employment background and reference checks as a condition of employment.

Working Conditions

Jubilee Housing is committed to access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, services, programs, and activities. This position requires sitting and/or standing for several hours, repetitive motion activities including typing on a computer keyboard, frequent communication via telephone and/or digital communication tools. This position may occasionally be asked to perform various physical tasks, such as pushing, pulling, and lifting up to 20 pounds unassisted.

As a condition of employment, all external candidates must provide proof that you are fully

vaccinated from COVID-19, as of your first day of employment, unless a request for an ADA accommodation has been approved. "Fully vaccinated" means two (2) weeks have passed since your last dose of a two-dose series or two (2) weeks after a single-dose vaccination.

Equal Employment Opportunity

Jubilee Housing bases employment decisions on each person's performance, qualifications, and abilities. It does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or characteristics protected by District of Columbia and federal law. All employment offers are contingent upon satisfactory proof of eligibility to work in the United States. Depending on the job, a background investigation, credit check, drug test or driving record may be required.