



Job Description: Grant Writer (Full-time)

About Enabling Leadership

We have a mission to change the world and we're looking for like-minded individuals to join us! At Enabling Leadership, we believe that creating a different generation of "leaders" is the solution to most of the complex global challenges we face today.

Our unique programs, "EL - Create" (music), "EL - Play" (football) and EL- Build (Lego) are designed to equip children, especially those who are economically and educationally marginalized, to rewrite the definition of being "successful". It is essential to redefine this in terms of people who take responsibility for their own individual, and our shared, combined futures. Our young "leaders" demonstrate and embody these values, principles, behaviors, choices and actions, recognizing that in order for me to win, everyone must win.

Every child can, and should be a leader – a role model, a global citizen and a positive contributor – it is critical for every individual to be this kind of a leader, and not just a handful of people. Now, more than ever, children need to recognize that we live in a shared world and we must learn to collaborate, think creatively and inspire positive action. Learn more at www.enablingleadership.org

Working at Enabling Leadership

As a culture-first organization, we are looking for individuals who embody the values and behaviors we work tirelessly to teach our students every day. Our teams have the opportunity to work with a diverse set of stakeholders including children, parents, school communities, sportspersons, musicians, artists, volunteers, nonprofits, media and educational institutions, and corporates amongst others. We look for individuals who pride themselves on high performance and productivity, whilst also prioritizing individual wellbeing (we don't limit sick leave days, we believe every employee's health comes first!). Our staff design and manage their own schedules, choose where to work from (no cubicles!), and have a dynamic leadership team to work with. Our priority is to develop passionate, responsible, creative and accountable employees, championing our values in today's world.

Function: The Grant Writer plays a crucial role in securing funding for the organization's initiatives and projects. They are responsible for researching, writing, and submitting grant proposals to various foundations and corporations. The primary objective is to acquire financial support that aligns with the nonprofit's mission and goals.

Reports to: Justin D'souza (Director Sustainability - CP team)

Location: The candidate will have to be based in the operational site for the role – Any Location

Major Responsibilities and Deliverables:



1. **Grant Research:** Identify potential grant opportunities from diverse sources including private foundations, and corporate giving programs. Evaluate the compatibility of funding opportunities with the organization's mission and objectives.
2. **Proposal Writing:** LEAD END TO END GRANT PROPOSALS AND DONOR DECKS IN STRATEGIC FRAMING. Develop compelling grant proposals that effectively communicate the nonprofit's mission, programs, and impact. Tailor proposals to meet the specific requirements and guidelines of each funding opportunity. Craft clear and persuasive narratives that highlight the organization's strengths and demonstrate its capacity to achieve desired outcomes.
3. **Budget Development:** Collaborate with program managers and finance staff to create detailed project budgets aligned with grant requirements. Ensure that proposed budgets are realistic, accurate, and effectively support the proposed activities and objectives outlined in the grant proposal.
4. **Grant Management:** Monitor and track grant application deadlines, requirements, and reporting obligations. Coordinate with relevant staff members to gather necessary information and documentation for grant submissions. Maintain organized records of all grant-related communications, submissions, and outcomes.
5. **Relationship Building:** Cultivate positive relationships with grant-making organizations, program officers, and other stakeholders within the philanthropic community. Seek opportunities to network, engage, and collaborate with potential funders to enhance the nonprofit's visibility and funding prospects.
6. **Compliance and Reporting:** Ensure compliance with grant terms and conditions throughout the grant lifecycle. Prepare and submit timely progress reports, financial statements, and other documentation required by grantors. Proactively address any issues or concerns related to grant implementation or reporting.
7. **Grant Strategy Development:** Contribute to the development of the organization's overall grant strategy. Identify emerging funding trends, opportunities, and challenges within the nonprofit sector. Provide insights and recommendations to leadership regarding potential funding priorities, partnerships, and strategies for maximizing grant revenue.

Minimum Requirements:

1. Graduate/Post Graduate in a relevant field such as English, Communications, Nonprofit Management, or a related discipline. Advanced degree or certification in grant writing or fundraising is a plus.
2. 5+ years of experience in grant writing and proposal development within the nonprofit sector, preferably with a focus on social services, education, healthcare, or community development.
3. Excellent writing skills with the ability to articulate complex ideas clearly and persuasively. Strong attention to detail and grammar.
4. Proficiency in conducting grant research using online databases, foundation directories, and other resources.
5. Familiarity with budget development and financial management principles.



6. Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
7. Strong interpersonal skills with the ability to collaborate effectively with colleagues across departments and build relationships with external stakeholders.
8. Commitment to the mission and values of the nonprofit organization

Preferred:

- Advanced degree or certificate in grant writing or fundraising is a plus.
- Prior experience of working in education, healthcare, environment, community development or social service sectors.
- Working knowledge of proposal budgets and logframes.

Salary: Competitive and experience based

How to Apply: Share your resume to careers@enablingleadership.org

Enabling Leadership is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender, gender identity, sexual orientation, age, among other things, or status as a qualified individual with a disability.