

**Boys & Girls Clubs of Dorchester**  
**Job Posting**

TITLE: **Sr. Grant Writer**  
DEPARTMENT: Development  
REPORTS TO: Director of Grants Management  
FLSA CLASS: Non- Exempt  
STATUS: Full-time – Hybrid (Remote 32 hours; Onsite 8 hours)

**JOB SUMMARY/PRIMARY FUNCTION:**

As a member of the Grants Team, the Senior Grant Writer will secure critical funds to support Boys & Girls Clubs of Dorchester's (BGCD's) life-enhancing programs and opportunities for youth of all backgrounds and abilities. The successful candidate will be an avid grant researcher with a proven track record of identifying new revenue sources and preparing exceptional proposals and reports that result in five- and six-figure grant awards.

The Senior Grant Writer will collaborate extensively with staff at all levels of the agency to obtain the information needed to produce competitive proposals and reports. This self-starter will have significant experience in writing for a variety of grant funders. This hybrid position will require one full day on-site per week to work alongside the Director of Grants Management and other Development staff.

**KEY ROLES: (Essential Job Responsibilities)**

- Maintain a sound knowledge of the Club's mission, programs, target population, and strategic vision. Use this information to better prepare proposals and other grant communications.
- Actively research and identify new funding sources for the Club, including government, foundation, and corporate funders.
- Prepare briefing materials for BGCD's monthly grants management meetings.
- Manage all tasks relating to the preparation, submission, and management of assigned grant proposals, applications and reports, independently and on time to meet deadlines.
- Develop proposal concepts in conjunction with the Director of Grants Management, Leadership Team, and Grants Team.
- Maintain internal grants management records.
- Perform other tasks as assigned.

**SKILLS/REQUIREMENTS:**

- Bachelor's degree required.
- Minimum of 5 years of experience writing grants; experience with government grants preferred.
- Skilled in persuasive writing.
- Ability to work independently and as a team player.
- Ability to handle sensitive information with discretion.
- Sharp analytical skills and the ability to offer creative solutions.
- Strong time-management skills and the ability to accomplish assigned tasks on time.
- Proficiency with Microsoft Office and Google Suite; DonorPerfect experience is desired.

**RELATIONSHIPS:**

*Internal:* Maintain close, daily contact with Club Administrative and Development Staff to best meet development goals and provide/receive information related to event activities; seek input from all professional staff pertaining to development and event related activities.

*External:* Funders, donors, collaborators, volunteers and special event vendors, sponsors, and others as needed.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

No unusual physical requirements. Nearly all work is performed in a comfortable indoor facility.

Occasional – Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; interruptions are common; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, standing, walking, handling objects with hands, talking, hearing, typing and looking at a computer screen. Job occasionally requires reaching and lifting up to 10 pounds.