

Grants Writer

Vacancy name: Grants Writer

Region: The Gambia, Kenya, Uganda, UK, or the US

Reports to: Chief Development and Communications Officer

Hours: Full Time

Application Deadline: 13th December 2022

ABOUT JUSTICE DEFENDERS

Picture this: an overcrowded and under-resourced prison full of men, women, or even children who have not been found guilty. This is the case for three million people around the world currently affected by the excessive use of pre-trial detention.

In many countries, suspects are detained in prison almost automatically once they are arrested. Whatever the offence. Some, yes, are guilty. Many are poor and unjustly targeted. At Justice Defenders, we want to see justice served; it's vital for all of us. What we don't want to see is people filling our prisons simply because there was no one to equip them to fight for justice.

Justice Defenders is a registered UK charity and US nonprofit. Founded in 2007, we work across Africa, training incarcerated people and prison officers to become paralegals. Our 35 prison-based legal offices in Uganda, Kenya, and The Gambia are run by more than 300 paralegals. By equipping justice defenders to facilitate a just legal process, we help ensure a fair hearing at the point of greatest need. As everyone deserves the right to tell their story.

JOB CONTEXT

Nearly half of our organisation's revenue currently comes from the generosity of foundations and other granting institutions. We are seeking a Grants Writer responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals and reports.

The Grants Writer serves as an essential member of the fundraising team by aligning the grant programme with the organisation's overarching fundraising plan. This position assists the executive team in developing strong funding proposals, manages grant writing projects, monitors progress, develops reports, and stewards relationships with grant funders. Key performance indicators include revenue growth through grant acquisition and grant renewals. The successful candidate must embrace and embody the organisational values of bravery, humility and solidarity.

Are you an excellent writer? Can you carefully adapt your writing style to suit US and European

audiences? Are you someone who enjoys building effective processes to serve us in the long run? We are looking for a professional who wants to play an important role in our fast-growing organisation. Come work with us at this incredibly exciting time for Justice Defenders.

YOUR RESPONSIBILITIES

- Write letters of intent, grant proposals, applications, and other means of communication to grantmakers.

The role will conduct the full range of activities required to prepare, submit, and manage grant proposals and reports by:

- Cultivating new and existing grant donor relationships
- Assisting programme team in identifying funding needs and developing proposal and evaluation tools
- Working with executive and finance team to develop budgets for grant applications
- Working with the Director of Growth and programme heads to gather information necessary to report to funders on current grant programmes.
- Working with the Communications and Content Lead and the local Communications Officers to plan and gather compelling impact stories to support upcoming reports and proposals
- Maintaining grant records, track due dates for applications and reports; serve as point person for grant compliance, assessing if programmes are meeting expectations and timelines of grant awards
- Providing prompt responses to internal and external information inquiries of the organisation, via phone, email, or in person
- Performing prospect research and evaluate prospects for corporate and foundation grants
- Assisting with other fundraising projects as requested

YOUR PROFILE

- Bachelor's degree in communications, marketing, social sciences, or related field preferred; may substitute six (6) years of work experience in grant writing and program management for degree

- Minimum of two (2) years of professional writing experience, with preference for foundation grant-related work
- Familiarity with donor relations preferred
- Ability to utilise a database to track both programme and fundraising data and generate reports
- Ability to organise workload, exercise independent judgment, and maintain self-motivated and self-directed schedule
- Capable of addressing multiple projects in time-sensitive manner, taking initiative and remaining flexible to ensure objectives are met accurately and timely
- Committed to maintaining the integrity of confidential communications and/or activities
- Professional, courteous, cooperative, positive and effective with a diversity of individuals and groups
- Able to handle multiple assignments and meet deadlines
- Strong contributor in team environments. Must be able to work and communicate with individuals at all levels of the organisation, across countries, cultures, and timezones
- Strong editing skills & attention to detail
- Experience working in deadline-driven environments

We especially encourage applications from those who have been in prison, were the recipient of free school meals, or are from the first generation of their family to attend university and from those who consider themselves to be part of minority groups.

[Click here to apply.](#)

Kindly click on the **apply for this job** button on the top- right hand side of this vacancy by the stipulated deadline.

Within your cover letter, clearly state the role you play in producing grant applications. We're interested to know whether you compile the information for a colleague to write the applications, you compile all the contents from people across your organisation and write the application yourself, or you write the application but someone else compiles the content for you. Without this information we won't be able to process your application.

Please note, shortlisted candidates will be required to submit an example of a grant application they have written. You will be able to remove any identifiers such as names, organisations and projects.

All the best!