Opportunity Communities, LLC (OppCo) is hiring a full-time Senior Grant Writer to lead grantmaking for The Neighborhood Developers (TND) in Chelsea. TND is a non-profit community development corporation with a mission to create strong neighborhoods enabling community members to secure a stable home, achieve economic mobility, and determine their own future. With deep community roots in Chelsea and Revere, the organization partners locally to build affordable and mixed income homes, improve household financial mobility through its CONNECT program, and create and foster community building and organizing on issues related to neighborhood conditions as well as social and economic justice. TND’s headquarters is located in Chelsea where it has operated since 1978. The organization expanded into Revere in 2010 and began offering some of its services in Everett in 2018.

TND is a founding member of a unique and innovative partnership of community development organizations. All TND staff are employees of OppCo that serves as our managing company. OppCo builds equitable communities of opportunity by strengthening the capacity, efficiency, and performance of independent local community developers who join OppCo as members. There are many benefits to TND through its membership in OppCo including competitive wages, comprehensive benefits, and high confidence among investors and funders in organizational sustainability and ability to deliver results.

Position Summary Description

The Senior Grant Writer is a member of TND’s fundraising and communications team who will take the lead on production and management of TND’s grants and service contracts. Ideal candidates will have: three to five years of grant writing and fundraising experience; a strong performance track record; ability to coordinate the activities of multiple people and projects; deep communications skills; and knowledge of community development and/or workforce development programs, models, and funders.

TND’s Resource Development Program

TND has a solid track record of fundraising results generated through individuals as well as institutional donors including foundations, corporations, and government sources. TND is a member of NeighborWorks America, a congressionally funded national network of community development non-profits. Locally, TND is a United Way affiliate.

The TND Resource Development team is growing and building its capacity. The team includes both on and off-site staff and consultants with expertise in grant-writing, individual and corporate giving, and communications. In addition to raising philanthropic revenue, the team produces TND’s print collateral, maintains the organization’s digital media presence, stewards an annual fundraising event, and drives donor engagement. The Executive Director, senior staff, Board members and volunteers all contribute to fundraising activities. The fundraising team currently includes three fundraisers (a director, a contracted grant writer, and an individual and corporate fundraiser), a part-time grant/contract manager, and a communications project manager. With the support of a VISTA, the team is building capacity for corporate and community volunteerism.

Currently, an average of 60 proposals are generated annually targeting public and private sectors.
sources that raise $1.7 million+ annually. Funder research, grant production, funder stewardship, and contract management duties are shared among several colleagues.

**Responsibilities:**
The Senior Grant Writer will assume leadership of TND’s grantmaking and will work closely with team members to identify, produce, and manage grant opportunities. The Senior Grant Writer will closely coordinate activity with the program director, the contract manager and a contracted grant writer. This is a new position designed to expand program capacity.

**Grant and Service Contract Activities:**
- Conduct research and explore opportunities to identify funding from new and existing sources.
- Conceptualize possible grant opportunities in collaboration with the Resource Development Director, Executive Director, program managers and the fundraising team.
- Conduct activities to steward institutional donors.
- Write grant applications and prepare proposal documents for submission.
- Once a grant is secured, support activities that see a grant through its full life cycle.
- Using TND’s Salesforce database, maintain schedules of all grant and contract activities and due dates.
- Prepare reports monthly for management to detail revenue commitments.
- Coordinate grantmaking activities with other activities of the Resource Development team.

**Other**
- Support the team’s and TND’s communications efforts, focusing on institutional donors.
- Coordinate with team members on the utilization of Community Investment Tax Credits (CITCs).
- Serve as a spokesperson for TND.
- Other activities as requested.

**Work Requirements**

A commitment to the mission of TND and OppCo. Three to five years of fundraising and grant writing experience is required. Bachelor’s degree or equivalent experience is required.

**Knowledge**
- Excellent computer knowledge:
  - Spreadsheet and budget creation and interpretation
  - Database software - TND uses SalesForce to manage our fundraising activity.
- Knowledge of fundraising, finance and contract management systems.
- Understanding of TND’s programs, activities and mission.

**Skills and Abilities:**
- Excellent verbal and written communication skills—i.e., demonstrated ability to express thoughts, perceptions and ideas clearly and concisely, verbally and in writing, including editing and creating original materials.
- Ability to work independently meeting overall objectives within specified timeframes.
- Demonstrated ability to work as part of a team to accomplish common organizational goals and objectives.
- Responsible, self-motivated, and able to carry out and prioritize multiple ongoing projects.
• Ability to work across teams and to handle multi-team work flow coordination.
• Demonstrated ability for accuracy, timeliness, and accountability.
• Has ability to interact positively with staff and funding partners.
• Demonstrated ability to take initiative.
• Ability to make sound decisions within the scope of the job.
• Experience in working with and in racially and culturally diverse communities.

To Apply/More information but then
OppCo is an Equal Opportunity and Affirmative Action Employer. Submit cover letter and resume to:
  Human Relations Manager
  The Neighborhood Developers
  4 Gerrish Avenue
  Chelsea, MA 02150
Or email to personnel@oppcommunities.org. Please specify the job title in the subject line.