



Boston Project Ministries

Grants and Communications Writer

Job Description

The Organization

The Boston Project Ministries is a non-profit, Christian community development organization that equips neighbors, volunteers, and churches to build strong communities characterized by God's shalom. We are located in Dorchester, with 28+ years of experience in youth programming, community organizing, and volunteerism.

Position Summary

The Grants and Communications Coordinator is a new role within our organization to support the Executive Director in our storytelling and fundraising efforts. A lot of great work is happening in our organization and community, and we want the world to know!

The Grants and Communications Coordinator must have excellent written communication skills. They will contribute to writing 30+ grant proposals per year, grant reports, the organization's monthly email, and the quarterly printed newsletter. Additional projects are possible as capacity allows.

Key Skills

- **Excellent writing skills** - able to adopt and use the voice and language of the organization
- **Interview skills** - can make people feel comfortable sharing their story and capturing it accurately
- **Ethical storytelling** - able to retell stories with integrity that honors those featured in the stories
- **Collaborative** - able to work with other writers to create the best final product
- **Researcher** - able to locate data, reports, models, etc. that illuminates our work
- **Timely** - able to meet deadlines and quick turnaround times

Key Responsibilities

- 1. Grant Proposals & Reports**
 - ▶ With the Executive Director, write persuasive grant applications, letters of intent, and reports
 - ▶ Proofread and edit proposals for clarity, accuracy, and adherence to funder guidelines
- 2. Grant Research and Management**
 - ▶ Research funding opportunities related to our mission/programs and prioritize submissions
 - ▶ Maintain an organized grants calendar with submission deadlines and reporting
 - ▶ Maintain grant files and database. Include all foundation info, grant awards, and denials
- 3. Organization's Communication Strategy**
 - ▶ Develop and maintain a comprehensive communications strategy that creates a rhythm of communication with stakeholders and partners
- 4. Content Creation**
 - ▶ Create content for annual reports, newsletters, appeals, websites, social media, and other communication channels
- 5. Create and maintain a story database and participant's quotes**
 - ▶ Organize impact stories and quotes to empower staff to share with others
- 6. Design and distribute monthly organizational email**

Qualifications

- 3+ years experience in grant writing and communications
- Superior written and verbal communication skills
- Strong research and analytical skills. Able to translate data points into a meaningful narrative
- Knowledge of communication best practices and techniques, including developing communications for diverse audiences, including those of Christian faith
- Healthy interpersonal skills and the ability to work collaboratively with others
- Self-starter with strong attention to detail and time management skills
- Must be able to manage multiple projects simultaneously
- Committed to the organization's mission and values

Supervision

The Executive Director supervises the Grants and Communications Writer.

Compensation

This is a part-time, hourly, non-exempt position with an hourly wage range of \$25.00-\$30.00 per hour based on experience, plus pro-rated paid time off and holidays. Health and dental benefits are not available for this position. This is a 20-hour-a-week position with flexible hours. However, some hours are required in the office. (At this time on Fridays when our staff team meets.)

To Apply

Send a cover letter, resume, and three writing samples to Paul Malkemes, Executive Director, at paul@tbpm.org. Writing samples should reflect your work. Examples can include a grant proposal, report, organizational email, or a short human-centered story (each sample should be at least one page long). Please feel free to redact any identifying information. Contact Paul Malkemes with any questions via email.

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