

JOB ANNOUNCEMENT – MOP

Position: Grant Writer/Grants Manager

Location: Denver, CO

Type: 20-32 Hours Per Week

General Job Description

Metro Organizations for People (MOP) is seeking an experienced Grant Writer/Grants Manager to join our team! We are a community organization representing 35 member congregations, schools, youth and neighborhood organizations in the metro-Denver area, and currently expanding statewide. Join our effort to develop local leaders who are working to strengthen and transform their communities through community organizing. MOP is affiliated with the PICO National Network.

Major goals include:

1. Increasing our budget by 10-20% over the next 2 years (current budget is \$1,200,000);
2. Developing relationships with new foundations
3. Manage our current grants and foundation relationships

Specifically, the Grant Writer/Grants Manager would be responsible for:

1. Managing all grant writing and grant reporting;
2. Developing relationships with and seeking funding from new foundations, including regular monthly prospecting
3. Managing regular communication with all foundations
4. Understanding the issue campaigns in order to effectively write existing grants and new letters of inquiry

This person reports to the Executive Director and works closely with other staff to ensure coordinated grant writing/prospecting efforts and effective communication of MOP's work.

Requirements:

- 3+ years fundraising experience, with track record of success.
- Excellent writing skills including proposals, grant reports, letters of inquiry
- A strong capacity to become conversant and subsequently write about multiple complex policy and issue campaigns.
- A passion for social change, social justice, community organizing, policy and politics.
- Excellent people skills (a love of meeting people and a knack for building relationships)
- Self driven and self motivated, also able to effectively work on a team
- Knowledge of and experience with faith communities a plus, but not required
- Spanish or other language skills also a plus

Salary range depending on experience. MOP offers a generous benefits package including full health benefits and generous vacation time.

Application Process: This position will remain open until filled. Interviews will begin immediately. Please send resume, and a writing sample (including salary history and 3 references) with cover letter to Ashlin Spinden, Chief Operating Officer, at ashlin@mopdenver.org. As a grassroots organization working with a wide range of immigrant and ethnic communities, we strongly encourage applications from people of color.