Interim Grant Writer - Job Description

Organization Overview

Background

MIRA is the largest coalition in New England promoting the rights and inclusion of immigrants and refugees. With offices in Massachusetts and New Hampshire, we advance this mission through education and training, leadership development, institutional organizing, strategic communications, policy analysis and advocacy. MIRA is a dynamic and multi-ethnic coalition with more than 140 organizational members, including grassroots community organizations; refugee resettlement agencies; providers of social, legal and health services, faith-based organizations, and civil and human rights advocates. We organize and empower our members and allies, and together we mobilize immigrant communities to advocate for themselves and amplify and support their voices. MIRA is a respected leader on immigrant issues at the state and national levels, and an authoritative source of information and policy analysis for policymakers, advocates, immigrant communities and the media.

Position Overview:

The MIRA Coalition is seeking a highly motivated and experienced individual to fill the role of Interim Director of Grant Administration. The successful candidate will be responsible for overseeing and managing all aspects of grant proposal preparation, submission, and administration to foundation and corporate sources. This is a temporary position that requires strong organizational skills, attention to detail, and the ability to work collaboratively with internal and external stakeholders.

Responsibilities:

1. Grant Proposal Management:
   
   ● Conduct a comprehensive range of activities necessary to prepare, submit, and manage grant proposals to foundation and corporate sources.
   
   ● Review, edit, and finalize all grant-related documents for submission within designated deadlines.
   
   ● Ensure the quality and accuracy of grant proposals, including compliance with funder guidelines and requirements.

2. Grant Administration and Reporting:
● Maintain a grants calendar to track upcoming Letters of Interest, grant applications, stewardship communication, and reporting deadlines.

● Hold stakeholders accountable for meeting grant-related deadlines and provide necessary support and guidance.

● Comply with all grant reporting requirements specified by foundation and corporate donors.

3. Gift Processing and Data Entry:

● Lead the processing of gifts and donations received, ensuring accurate entry into the CRM system (Raiser's Edge).

● Maintain updated and organized records of gift processing activities, including acknowledgment letters and tax receipts.

● Collaborate with the finance team to reconcile gift-related data and ensure accuracy in financial reporting.

4. Communication and Collaboration:

● Engage in regular coordination and collaboration with program managers, finance personnel, and other stakeholders to gather necessary information for grant proposals and reporting.

● Serve as a resource person for staff members seeking guidance on grant administration processes and procedures.

5. Additional Responsibilities:

● Assist with other relevant tasks as required to support the overall mission and goals of the MIRA Coalition.

● Adapt to evolving organizational needs and contribute to the development and implementation of best practices in grant administration.

Qualifications:

● Bachelor's degree in a relevant field (e.g., nonprofit management, business administration, communications) or equivalent experience.

● Proven experience in grant proposal preparation, submission, and management to foundation and corporate sources.
● Strong attention to detail and ability to review, edit, and finalize documents accurately and within designated deadlines.

● Proficiency in using CRM systems, preferably Raiser's Edge, for gift processing and data entry.

● Excellent organizational, time management, and project management skills.

● Strong written and verbal communication skills, with the ability to effectively collaborate with internal and external stakeholders.

● Ability to work independently and as part of a team, adapting to changing priorities and managing multiple tasks simultaneously.

This is a temporary position with an expected duration of 5 months. The MIRA Coalition offers a competitive salary and benefits package.

To Apply: To apply, email at hrrecruting@miracoalition.org with a resume and cover letter with “Interim Grant Writer” in the subject line of the email.

MIRA is an equal-opportunity employer that celebrates diversity and seeks a broad representation of the communities served within its staff.

Job type: Full Time (Hourly)

Fully remote: Hybrid

Duration: The contract will be for no longer than 5 months

Salary range: Hourly at a rate of $30-$40 (depending on experience) for 40 hours/week

Location: Boston, Massachusetts

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