



Volunteer Position Grant Writer

Job Summary

The Midwives Alliance of North America (MANA) seeks a Grant Writer to oversee the grant section of the organization. Under the general direction of the Director of Organizational Development, the Grant Writer will research and identify grant funding sources to support existing and planned programs and projects and lead the development, writing, and submission of grant proposals to funding agencies at the local, state, and federal level. The Grant Writer is responsible for the management of the grant writing process, including the development of grant proposals, maintenance of records, the procurement of awarded funding, monitoring project and performance, preparing reports, and insuring compliance with all regulations. This position may assist other departments or committees with seeking and obtaining grant funding, including but not limited to the MANA Stats Research Committee.

This position requires a time commitment of 15-20 hours per week. The allotted time may vary based on different factors including project status, impending deadlines, emergent needs, grant writer proficiency, and more.

Essential Job Duties

- Research and identify new funding prospects at the local, state, and federal level to match MANA priorities.
- Generate high-quality grant proposals, applications, narratives, and all supporting documents according to MANA policies and procedures and the guidelines and requirements of the funding agencies.
- Generate revenue for MANA programs, including the MANA Stats project, through the timely submission of well-researched and well-prepared grant proposals.
- Develop a process for scheduling and tracking grant funding opportunities and existing proposals.
- Represent MANA and serve as a liaison between the organization and funding agencies.
- Work with various personnel and committees to research, develop, write, and submit letters of inquiry, concept papers, and grant proposals.
- Ensure timely follow-up on the progress of submitted and active grant proposals.

- Develop and maintain MANA Grants Policies and Procedures Manual with the Director of Organizational Management.
- Develop and maintain a master file and system for tracking all grants and contracts.
- Remain up to date on current programs and priorities within MANA relative to grant proposals.
- Attend regular meetings with the Director of Organizational Development and the MANA Stats Research Committee to discuss current and future funding needs.
- Maintain familiarity and understanding of grant funding rules, regulations, and procedures.
- Provide regular updates to inform Director of Organizational Development on grant funding progress.
- Maintain confidentiality of information exposed to in the course of doing business with and on behalf of MANA.
- Contribute to a safe and transparent working environment with MANA Board of Directors (BOD) and other volunteers, staff, members, and the broader midwifery community.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree
- +2 years of grant writing experience with a focus on non-profit organizations
- A proven track record of securing new funding opportunities; comprehensive knowledge of research, and the ability to research and identify grant funding opportunities
- Ability to work efficiently and independently
- Ability to work collaboratively
- Excellent written and verbal communication skills
- Demonstrate the ability to develop and implement grant tracking systems
- Proficient computer skills and database management skills

Preferred Qualifications

- Master's degree
- +5 years of grant writing experience with a focus on non-profit organizations
- A strong background and demonstrated experience in grant budget development and management
- A proven track record of securing major grants with certifiable references
- A strong knowledge of the grant application process, scoring criteria, and funding cycles

Work Environment

This is a remote position that will take place in the selected volunteer's home office environment.