



Grant Writer
San Miguel School
Washington D.C.
Full-Time

San Miguel School seeks an experienced **Grant Writer**. Our mission is to transform lives through education. We are dedicated to providing students with a high-quality education that broadens opportunities for academic, spiritual, and physical growth.

The San Miguel program addresses the significant academic and social needs of under-resourced Latino boys who typically do not have access to a high-quality education and the opportunities that come with it. San Miguel School enrolls approximately 90 Latino boys in grades six to eight each year. The Grant Writer and Foundation Relations Manager reports directly to the School's Director of Development and serves as a member of the School's development team.

Key Responsibilities

- Assist the Director of Development and School President in the creation of a fundraising strategy for grants and foundations
- Manage and ensure pipeline of new, past, and current grant opportunities
- Create all foundation application and reporting content to ensure that all deadlines are met
- Work with the school's President, Principal and staff to determine project content and priorities for funding proposals
- Collaborate with the school's Director of Finance and operations to establish project budgets for applications
- Help build foundation portfolio by seeking out new foundation partners
- Explore new opportunities for financial partnerships with other sectors, particularly the business sector
- Assist in supervision of work completed by the Development Associate to support grant applications
- Report directly to the Director of Development and provide assistance as needed

Qualifications

- Approximately 5+ years of relevant experience
- Bachelor's degree required
- K-12 or higher education experience preferred
- Excellent analytical, problem-solving, organizational, and time-management skills
- Detail oriented, excellent writing skills and committed to follow-through
- Self-motivated and resourceful
- Works effectively as part of a team and independently
- Commitment to San Miguel's educational mission

Benefits

- San Miguel School offers a competitive benefits package including health insurance (medical, dental, vision), disability and life insurance, 401K retirement savings plan
- Salary is commensurate with experience

Apply

Please send a letter of interest, resume, writing sample and three references to San Miguel School President Maureen Appel at mappel@sanmigueldc.org.