



Learn. Laugh. Live.

Grant Writer Consultant

(Contract / Part-Time)

SPARC, Inc.

Job Summary

SPARC, Inc. has provided social, recreation, and therapeutic services to children, teens and adults with developmental disabilities in Westchester County since 1989.

SPARC's mission is to enhance the lives of people with developmental disabilities through high-quality therapeutic recreation activities. Participants work on skill development in a nurturing social community that does not otherwise exist in their lives. SPARC programs are designed to maximize the potential of individuals with disabilities through social interaction and therapeutic recreation activities. Learn. Laugh. Live. www.sparcinc.org.

SPARC, Inc. seeks an experienced professional to work with its Administrative team on a contract/part-time basis. The Grant Writer will support the organization in identifying, researching, and applying for funds to support general operations, program expenses, fundraising events and technology services.

Reports To:

Reporting to the Executive Director, the Grant Writer's responsibilities include but are not limited to identifying prospective, private, corporate, foundation, and government funding opportunities; researching, developing, and writing letters of inquiry, cover letters, grant proposals, and applications. Assist with program and project based budgets.

Responsibilities:

Research, coordinate, and write grant proposals for a wide variety of government, state, corporate and foundation funding opportunities. Ensure timely submission of proposals, renewals, and reports. Establish contacts with new and existing funders; hold person-to-person calls and meetings as appropriate. Maintain proposal calendar and tracking tools.



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Qualifications:

- Minimum three years' grant writing experience that demonstrates a proven track record of writing successful proposals and reports to government agencies, foundations, and corporations.
- Timely submission of well-researched, well-written grant proposals; a comprehensive knowledge of research; and the ability to identify funding opportunities for ongoing and new programs.
- Excellent editing and research skills;
- Ability to create program and project budgets
- Highly organized with the ability to produce quality work within tight time constraints
- Open and collaborative with all key stakeholders
- Computer proficiency in MS Word, Excel, Google Drive; and databases

How to Apply:

Please send your application kathleen.macias-torres@sparcinc.org with cover letter and resume in a single PDF with subject line “Grant Writer (Contract / Part-Time): [your name].”



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