



**Building a parent-led movement
to transform child welfare.**

IPAN Grant Writer Job Description

The International Parent Advocacy Network (IPAN: <https://www.parentadvocacy.net>) is recruiting a part-time grant proposal writer to work as a consultant.

IPAN's Mission is to work to increase the influence of parents in child welfare decision making by supporting organizations and activities that promote parent advocacy and the influence and power of parents in child welfare throughout the world. IPAN's work helps ensure that children's, parents' and families' needs are met and that their rights are protected by supporting members to promote and develop parent advocacy in their country/region/locality.

IPAN achieves its mission through these activities:

1. Sharing lessons learned, examples of good practice and other resources on parental advocacy.
2. Campaigning to enable parents to have a voice, strengthen the role of parents in child protection systems and to promote parent advocacy.
3. Publishing on parental advocacy in child protection
4. Holding conferences and training events
5. Providing consultation on parental advocacy

IPAN is a parent-led organization working to transform child welfare. More than half of our board of directors are parents with lived child welfare experience.

Job Description:

The proposal writer with international grant writing experience is needed to build the grant funding for our young global nonprofit organization. We seek qualified, energetic, self-motivated candidates for a part-time consultancy to lead project proposals and grant writing activities seeking support from international donors, including US, UK, EU and other international foundations, corporations, and bilateral and multilateral funding sources. The proposal writer will be responsible for managing our proposal and grant writing process. The person will prepare proposals, develop concept notes, and submit bids for projects of interest.

The successful candidate will join a foundation fundraising team including IPAN managers and IPAN Board of Directors Fundraising Committee. This is an exciting opportunity for an

experienced, energetic fundraiser to join our team as we expand our funding partnerships in the US and globally.

The International Development proposal writer should possess excellent writing and verbal skills in English and computer skills (Microsoft Office Suite and Google Suite) as well as skills of database management. The candidate must be highly organized with the ability to successfully identify, research, write and secure grant opportunities as well as follow up and provide requested documentation. The candidate must be able to work collaboratively, use independent judgment and produce quality work within tight time constraints. Previous experience will demonstrate a proven track record in securing new funding opportunities; comprehensive knowledge of grant writing, and the ability to distinguish and identify funding opportunities for special programs.

The scope of work for this position includes the following:

RESPONSIBILITIES

- Draft and edit original content for fundraising proposals, letters of inquiry and reports.
- Identify prospective funders including review IPAN's existing database, RFPs, RFQs and conduct research on them and making recommendations about their alignment with IPAN.
- Consolidate and coordinate Board and other IPAN partners' recommendations for funder research and outreach. Use data base and Google docs to track information.
- Work with IPAN mangers and Board to create proposal management plans including managing a proposal/report calendar and coordinate proposal development timelines with team members and external partners.
- Ensure compliance with proposal submission requirements.
- Ensuring high quality and timely reports are sent to grant-makers.

REQUIRED QUALIFICATIONS

- Excellent writing and communication skills in English.
- Three to five years grant writing experience for an international non-profit.
- Proactive, multitasking, self-starter; able to work well without constant supervision and direction.
- Ability to work remotely and virtually.
- Team player working collaboratively with high accountability and integrity in all decision making.
- Bachelor's degree or graduate degree in social welfare, international development, social justice or related fields.
- Excellent technology skills. Proficient in Google Suite, Adobe, Asana, Slack, Microsoft Office.

- Experience pursuing proposal opportunities from a wide range of donor engagement in international development including foundations, bilateral and multilateral funding agencies.
- Proposal management experience and attention to detail regarding proposal compliance
- Demonstratable track record of success in securing funding with proposals in the international development sector

Desirable Qualifications

Familiarity with the child welfare, social justice, or family rights sector.

Knowledge of emerging issues in international development including impacts of COVID on fundraising/foundations.

Good people skills and ability to engage a range of audiences by phone or video.

Ability to schedule/accommodate meetings in different time zones

Reporting

The grant writer will report to Sue Jacobs, chair of IPAN's fundraising committee and Taliah Drayak, director of IPAN.

Start Date

The grant writer will begin work as soon as possible.

Other Information:

Initial contract period: Six months

Contract Renewal:

- Likely

Hourly Rate:

- Negotiable

Full Time Opportunity in the future:

- Yes

Work Location:

- Fully Remote

Hours per week:

- 10-15

COVID-19 Precaution(s):

- Remote interview process
- Virtual meetings

Submit a CV and cover letter including salary history to:

Taliah Drayak, director of IPAN: taliah.drayak@gmail.com