

Position: Grant Writer

Reports to: Grants & Communications Manager

Status: Full-time, Exempt

Organization Description: Southside Community Land Trust builds a fair and accessible local food system in Rhode Island by offering access to land, training, resources and support to community and backyard gardeners, beginning farmers and young people.

SCLT was founded in 1981 when residents of South Providence and newly arrived Hmong refugees worked together to grow culturally familiar, nutritious food in the area's first community garden. Somerset Garden not only improved residents' diets and economic self-reliance, it stabilized a neighborhood weakened by arson, neglect and crime. Today, the most significant obstacle to accomplishing our work is the racial injustice that denies Black, Latinx, Asian, Indigenous and all people of color equal access to fresh, healthy and affordable food.

SCLT leases land to 25 farmers who supply fresh fruits and vegetables to 13 farmers markets, roughly 100 food businesses and restaurants and six CSAs. We support a network of 60 community gardens and farms, feeding over 15,000 people every year. We operate three production farms in Providence and Pawtucket where we practice, demonstrate and train others in bio-intensive, small-scale agricultural production. We helped found three farmers markets as well as three growers' collaboratives that enable individual farmers to bring their produce to market.

Position Description: Assists the Grants & Communications Manager with locating and applying for grants; maintains the Grants Management system.

Job Duties: Examines literature dealing with grants available from corporations, governmental agencies and private foundations to determine their fit for SCLT existing or proposed programs.

Develops and submits grant proposals including: discussing program requirements and sources of funds available with finance and fund development personnel; communicating with program staff to develop program goals and objectives, outline how funds are to be used, and explain procedures necessary to obtain funding; working with finance staff in preparing narrative justification for budgetary expenditures; meeting with representatives of funding sources to work out initial approach or final details of proposal.

Inputs and processes grant applications and awards into SCLT grants management software (GrantHub). Creates new and updates existing grant accounts and files. Tracks grant correspondence including payment requests and reports. Ensures that relevant SCLT staff are aware of key dates for grant reporting and resubmittal. Troubleshoots issues pertaining to the grants management system. Provides training and assistance to other staff in how to use the grants management system.

Maintains master files on grants. Monitors paperwork connected with grant-funded programs.

Participates in and, at times, facilitates evaluation and monitoring of grant-funded programs. Ensures activities comply with grant requirements.

Works with Program Staff to develop grant reports.

Desired Experience, Education, Knowledge, and Skills

- Experience, knowledge or interest in grant writing, fundraising, local food, gardening or urban agriculture.
- Exceptional writing, organizational, customer service and problem solving skills required.
- Proficiency in Excel, Word, Gmail, online database applications desired.
- High School Diploma, GED or relevant work experience.
- Providence, Pawtucket or Central Falls area resident.
- Valid driver's license and clean driving record.
- Demonstrated experience with, and commitment to, work that advances race equity and social justice.
- Skills in any of the following languages including: Spanish, Swahili, Kinyarwanda/Kirundi, Portuguese, Cape Verdean Creole, Hmong, French, Kunama, Burmese Haitian Creole, Khmer, and Lao. Or any language spoken by under-resourced communities in South Providence, Pawtucket and Central Falls.

SCLT welcomes your application even if you do not possess all of the attributes listed above. The organization values both life and on-the-job experience and we consider these in all hiring decisions.

Schedule: This position requires an in-office presence 3-5 days per week. Schedule is generally Monday through Friday 9 am - 5 pm (40 hours per week). Some evening and weekend work may be required for all staff meetings and events on occasion.

Compensation for this position will be \$42,000 - \$53,000 annually and will be set based on prior relevant experience. In addition to paid holidays that occur during your regular work schedule, the position receives 22 paid days off. This position qualifies for inclusion in the SCLT health and dental insurance plan.

SCLT is an equal opportunity employer. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. We are committed to building a team that includes leadership from the communities that we serve and that represents a variety of

backgrounds, perspectives, and skills. Bilingual applicants are strongly encouraged – see above list of desired languages.

Interested candidates should submit a resume and cover letter to Jenny Boone, Grants & Communications Manager via jobs@southsideclt.org. Please indicate Grant Writer in the subject line of the email. Application deadline is Friday, September 23, 2022. Projected start date is late October 2022.