Mayor's Office of Neighborhood Safety and Engagement

Position: Grant Writer

Reports to: Associate Director of Finance

Job Summary

The Grant Writer will be responsible for proposal preparation, grant compliance, and inter-agency coordination in generating funding that bridges MONSE's short- and long-term strategic priorities. Programming areas include, but are not limited to, violence prevention, victim services, reentry, community healing, and youth justice. The successful candidate will convert at least 50% of the proposals written into agency funds for the purpose of building community capacity as coproducers of public safety in Baltimore City.

Key Responsibilities

Proposal Preparation

- Prepares proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals.
- Determines proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and attending strategy meetings.
- Meets proposal deadline by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
- Develops proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Writes, revises, and edits drafts including executive summaries, conclusions, and organization credentials.

Grant Compliance

- Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs.
- Comply with all grant reporting as required by foundation/corporate donors.
- Provide stewardship to current donors, including work with Grants & Contracts Administrator and other agencies' grant writers to provide regular written updates
- Maintain current records in database and in paper files, including grant tracking and reporting.
- Track statistics relevant to development and provide department with written materials necessary for philanthropic stewardship

Coordination

- Serve as key MONSE contact for intra-agency development activities.
- Coordinates requirements with contributors and contributes proposal status information to review meetings.

- Gathers proposal information by identifying sources of information, coordinating submissions and collections, and identifying and communicating risks associated with proposals.
- Obtains approvals by reviewing proposal with key providers and project managers.
- Improves proposal-writing results by evaluating and re-designing processes, approach, coordination, and boilerplate.

Qualifications/Skills

- Required: Bachelor's Degree in English, Journalism, Media, or a related field and/or at least three (3) years in a development/grant writing role in a nonprofit, private sector, or governmental system
- Required: Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Required: Strong editing skills.
- Required: Knowledge of fundraising information sources, basic fundraising techniques and strategies.
- Required: Knowledge and familiarity with research techniques for fundraising prospect research.
- Required: Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Preferred: Existing positive relationship with local philanthropic organizations.

About the Mayor's Office of Neighborhood Safety and Engagement

Our Mission

Guided by the Mayor's vision for Baltimore and rooted in a holistic approach to neighborhood health and safety, the Mayor's Office of Neighborhood Safety and Engagement (MONSE) empowers community partners and city agencies to play a more active role in the co-production of public safety and prevention of violence through an equity-based, healing-centered, and trauma-informed approach for the benefit of all Baltimoreans.

Our Guiding Values

In everything that it does, MONSE is committed to upholding its core values of being:

- *Equity-based.* Focused on promoting justice in reducing disproportionate negative impacts of current and future policies and practices.
- *Healing-centered.* Preventing violence must be paired with repairing harm.
- *Trauma-informed.* Based on understanding and integrating knowledge about the causes and consequences of trauma.
- *Justice-oriented*. Real justice is about more than punishment; it is also about restoration, renewal, and healing from past harms.
- *Partnership-based*. Just as violence is intersectional, so must the solutions, relying on cross-system partners and partnerships.
- *Transparent.* Strong partnerships require trust; and trust demands transparency and accountability.
- *Data- and research-driven.* Relying on data and the best available experimental and experiential evidence to guide decision making.
- *Results-oriented.* Devoted to delivering impact.