Grant Writing Lead

ArchCity Defenders (ACD) is a holistic legal advocacy organization that combats the criminalization of poverty and state violence, especially in communities of color. ACD’s foundation of civil and criminal legal representation, social services, impact litigation, policy and media advocacy, and community collaboration achieves and inspires justice and equitable outcomes for people throughout the St. Louis region and beyond.

ACD envisions a society liberated from systems of oppression where the promise of justice and racial equity is realized; communities where our approach to public safety prioritizes investment in well-being, health, and transformation without relying on criminalization and incarceration; and people living freely in their communities, thriving regardless of their race or income.

ACD and its partners in the organizing and advocacy community are at the center of efforts in the St. Louis region to:

- Re-envision public safety, promote community well-being through policy change, and hold public actors and institutions accountable for misconduct through litigation and zealous holistic representation.
- Challenge a system of policing, courts, and jails designed to meet municipal financial needs rather than the needs of those they purport to serve. Such practices attracted national spotlight during the 2014 Ferguson Uprising and remain widespread throughout our region.
- Engage in litigation and collaborative advocacy designed to bring abusive practices to an end and empower those communities that have been targeted by such practices.

ACD seeks a diligent and creative individual with a strong commitment to social justice to join our dynamic and diverse staff of attorneys, paralegals, social workers, community organizers, and media and communication advocates who collaborate to provide holistic advocacy to address the causes and consequences of poverty and involvement with the legal system.

We seek a skilled professional to lead our Grant Writing; execute the plan to help the organization foster long-term sustainability; increase community awareness of and support for ArchCity Defenders; and provide professional and high-quality customer service to donors, clients, volunteers, staff, community partners, and the community at large.

SKILLS AND QUALIFICATIONS:

- Provide leadership for Grant Writing and execution of all fundraising activities and events
- Plan and execute comprehensive annual and long-term Grant Writing plans
- Identify, cultivate and solicit major foundations. Support Development Director in major gift activities
- Locate and apply for grant opportunities based upon the criteria of available resources, strategic alignment with ACD goals, project and funding timelines, and potential for success
- Coordinate funding proposals and write effective grant proposals directed to specific funders
- Ensure grant proposals and reporting requirements are submitted by established deadlines and monitor decisions, and subsequent payments
Plan, implement and evaluate social network communication and direct mail appeals
Recommend and participate in appropriate strategies and outcomes measurements for grant funded programs
Provide written and oral reports on results of solicitations and grant funded projects
Engage with volunteer committees, and volunteers to foster the Grant Writing plan
Maintain and enhance record keeping systems, both computerized donor database software and hard copy files, to ensure effective cultivation, solicitation and donor recognition
Increase the visibility of ArchCity Defenders by participating in appropriate community activities
Ensure that diversity and pluralism are embraced and incorporated into the work of the organization. Foster both inclusion and access.
Experience with logistics for fundraising and cultivation events and helping to secure sponsors
Demonstrated commitment to public interest law, civil rights, and the mission of ArchCity Defenders

This is a full-time position with benefits, including health/dental/vision coverage, 401(k), gym membership, work cell phone, and 26 days of PTO. The salary range for this position is $50,000-$60,000.

ArchCity Defenders is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, LGBTQIA+, all religions and absence of, and gender non-conforming applicants.

To apply, complete the form and upload a cover letter addressed to (Joe Holt, Director of Development) a resume, and writing sample to the following website: https://bit.ly/ACDGrant

Applications will be reviewed on a rolling basis until the position is filled. Interested applicants are encouraged to submit materials as soon as possible.