<table>
<thead>
<tr>
<th>Position</th>
<th>Grant Writer and Prospect Researcher</th>
<th>Classification</th>
<th>Non-Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports To</td>
<td>Chief Development Officer</td>
<td></td>
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<tr>
<td>Department</td>
<td>Development</td>
<td></td>
<td></td>
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<tr>
<td>Salary Range</td>
<td>$42,000-46,000</td>
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### ABOUT MIRIAM’S KITCHEN

Miriam’s Kitchen has been a trusted resource for individuals experiencing homelessness since 1983. Today it serves as a lifeline for guests to access essential services from meals to housing and a critical player in the fight to end chronic and veteran homelessness in Washington, DC. In the coming year, Miriam’s Kitchen will expand its street outreach team, grow its housing program, and create a more equitable system where every person has a safe place to call home.

### ABOUT THE POSITION

Over the past five years, Miriam’s Kitchen has grown from a $4.4M to a $7.7M organization—the majority of which comes from private sources (individuals, corporations, and foundations). To support this growth, Miriam’s Kitchen is hiring a full-time Grant Writer to join a growing team of experienced fundraising professionals to support Miriam’s Kitchen’s mission to end chronic homelessness in DC.

This is an entry-level position that will provide grant writing and prospect research support across the team and reports to the Chief Development Officer. The position will also build a caseload of mid-level donors (up to $10k) that require proposals and reports.

If persuasive writing comes naturally to you, you are a fast learner, and you enjoy sleuthing for potential donors, then this might be the perfect job for you.

### DUTIES AND RESPONSIBILITIES:

- Conduct in-depth research to identify and qualify individual, corporate, and foundation donors that will lead to a steady pipeline of new prospects
- Produce profiles on prospective funders based on a combination of data from Salesforce, Foundation Directory Online, and internet research
- Play significant role in maintaining up-to-date templates (proposals, letters of inquiry, concept notes, reports) and other boilerplate content for specific campaigns to facilitate team collaboration
- Build a caseload of mid-level donors (up to $10k) and steward those donors through the solicitation, reporting and close-out process
- Provide additional back-up support to the team when needed (e.g. assist with submissions, copy editing and compiling supplemental materials)
- Uphold all fundraising and prospect research professional standards and expectations
- Collaborate and strategize regularly with development staff in order to gain an understanding of their goals and priorities and advise them about identification, engagement, solicitation, and stewardship strategies to maximize fundraising effectiveness
- Keep accurate up-to-date records in CRM (Salesforce) of pledges, funds received and awarded funds to be received
- Oversees the acknowledgement process for institutional donors
• Assists with special events
• Other duties as assigned

QUALIFICATIONS and EXPERIENCE:

• One to two years of grant writing experience; OR BA degree with excellent writing skills;
• Ability to research grant opportunities;
• Ability to research, organize, and evaluate a prospect’s financial status, ability and readiness to give, and alignment with the mission of Miriam’s Kitchen;
• Ability to digest lots of information quickly and think critically about what information is needed to craft compelling cases for support;
• Proficiency with research and customer relationship management databases like Salesforce and Foundation Directory Online (now Candid);
• Ability to analyze and communicate data in a clear and concise manner;
• Acute attention to detail;
• Excellent project management, follow-through, and time management skills to work in a deadline driven environment;
• Understands the confidential nature of donor information;
• Learns quickly and adapts to new situations well;
• Effective problem solver;
• Believes passionately in Miriam’s Kitchen’s mission, vision and values and committed to radical hospitality;
• Strong interest in and commitment to social justice and equity by ending chronic homelessness in DC; and
• Comfort working with diverse populations, including staff, stakeholders and guests with a variety of backgrounds and lived experiences.

Working conditions
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

• Regularly sit at a computer station and operate electronic equipment;
• Frequently lift, carry and position objects weighing up to 30 pounds when moving supplies and managing special events;
• Typically stand, bend, stoop and crouch while working special events;
• Regularly move about the facility to coordinate work; and
• Occasional weekend and evening work.

Benefits
Miriam’s Kitchen is proud to offer comprehensive benefits that support the continued health and wellbeing of our team including: 100% employer-paid medical, dental, and vision insurance; generous medical coverage for dependents; 100% employer-paid short term disability, long term disability, and life insurance; employer retirement contributions; generous annual paid leave, and annual professional development funds for all full and part-time team members.

To Apply: Please submit your resume, cover letter, and two writing samples---for example, a business plan, case statement, or grant writing sample (if submitting grant application please redact client’s and funder’s
names with mock names)-- to Jen@TaylorMadeExperience.com with “Grant Writer and Prospect Researcher” as the subject line.

Miriam’s Kitchen values diversity in thought and experience and is committed to assembling a diverse workplace. People of color, people with lived experience in the issues MK works on, veterans, and LGBTQIA persons are strongly encouraged to apply.