



Part-time Grants Assistant

FamilyAid (FA) is Greater Boston's leading provider of solutions to family homelessness. Its mission is to empower parents and caregivers facing homelessness to secure and sustain housing and build strong foundations for their children's futures. The hundred-plus year-old agency has launched bold new strategies to reduce two generation homelessness by dramatically increasing its prevention, housing and supportive services for children and parents, putting the organization on a fast-growth trajectory.

To support these strategies, the agency seeks a dynamic, driven Part-Time Grants Assistant, to lead the agency's deepening 2-Gen services to more than 3,000 children and parents.

The Part-time Grants Assistant provides administrative support to the Grants Manager in the identification, cultivation, solicitation, and stewardship of institutional supporters, including limited proposal and report writing.

The successful candidate will have a bachelor's degree, Journalism degree or prior journalism experience a plus. At least one year's experience in proposal writing, with three or more years preferred. Strong written communication skills: ability to write clear, structured, articulate, and persuasive proposals. Familiarity with the tools and techniques of prospect research. Demonstrated knowledge of Microsoft Office, Excel, Power Point, and donor database software. Strong proofreading and editing skills. Experience creating compelling digital presentations. Ability to prioritize work, manage multiple projects, collaborate with colleagues, and be flexible. Passion for the children and parents we serve and the mission of ending family homelessness.

FamilyAid's supportive, collaborative, and diverse workplace is an ideal work environment for experienced, result-oriented professionals who are driven to help children and families thrive.

To apply: Please send your cover letter and resume to hr@familyaidboston.org

Applications will be reviewed on a rolling basis.

FamilyAid's vaccine policy requires all new employees be fully vaccinated against Covid-19, including a booster dose, at time of hire.

FamilyAid is committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation, or age.