



## **Part-time Grants Assistant**

FamilyAid Boston, the city's largest human service agency solely focused on ending childhood and family homelessness is seeking a Part-time Grants Assistant to support the agency's deepening services to more than 3,000 children.

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. Demonstrate experience with institutional fundraising required, including at least one year's experience in proposal writing, with three or more years preferred. Knowledge of basic fundraising techniques and strategies. Strong written communication skills: ability to write clear, structured, articulate, and persuasive proposals. Familiarity with the tools and techniques of prospect research. Demonstrate 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

With a mission to empower parents facing homelessness to secure and sustain housing and build foundations for their children's futures, FamilyAid is on a fast track to curb the region's growing homelessness crisis. Its nationally recognized homelessness prevention, diversion, emergency shelter, and supportive affordable housing programs serve more than 2,000 children and parents each year.

FamilyAid Boston is dynamic, friendly, and diverse where results, professional growth and work/life balance are valued. We offer competitive salaries, contribute to employees' health, dental and retirement plans, and provide generous paid time off. The agency 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.

Interested applicants should send a cover letter, resume and one writing sample to [hr@familyaidboston.org](mailto:hr@familyaidboston.org). Applications will be reviewed on a rolling basis.