



September 23, 2024

Request for Applications (RFA) for Grant Writer Manager

Our Deaf Survivors Center, Inc. (ODSC) seeks qualified individuals or firms to provide grant writing and management services as a Grant Writer Manager. ODSC is a non-profit organization dedicated to supporting deaf survivors of domestic violence, sexual assault, and other forms of abuse. We are committed to providing comprehensive services, advocacy, and empowerment to deaf individuals who have experienced trauma.

Scope of Work:

The selected Grant Writer Manager will be responsible for the following tasks:

- Researching and identifying potential grant opportunities from government agencies, private foundations, corporations, and other funding sources relevant to the mission and programs of ODSC.
- Developing grant proposals, including writing, editing, and compiling all necessary materials, such as narratives, budgets, attachments, and supporting documents.
- Collaborating with program staff and leadership to gather information, data, and stories to strengthen grant proposals and demonstrate the impact of ODSC's programs.
- Managing the grant writing process, including establishing timelines, coordinating with team members, and ensuring that all deadlines are met.
- Tracking and monitoring grant applications, maintaining records of submissions, and following up on outcomes.
- Building and maintaining relationships with funders, partners, and stakeholders to enhance ODSC's visibility and funding opportunities.



Qualifications:

The ideal candidate for the Grant Writer Manager position should possess the following qualifications:

- Proven experience in grant writing for non-profit organizations, with a track record of successful grant awards.
- Excellent writing, editing, and communication skills, with the ability to articulate complex ideas and concepts clearly and persuasively.
- Strong research skills, with the ability to identify relevant funding opportunities and tailor proposals to meet funder requirements.
- Knowledge of grant writing best practices, including familiarity with grant application processes, proposal formats, and budget development.
- Ability to work independently and collaboratively in a team environment, managing multiple projects and deadlines effectively.
- Commitment to the mission and values of ODSC, with sensitivity to the needs and experiences of deaf survivors of trauma.

Application Process:

Interested individuals are invited to submit the following materials:

- A cover letter expressing interest in the Grant Writer Manager position and highlighting relevant experience and qualifications.
- A current resume or curriculum vitae (CV) detailing professional experience, education, and relevant skills.
- Samples of previous grant proposals or writing samples demonstrating grant writing ability (optional).
- Three professional references who can speak to the applicant's qualifications and work performance.

Please submit all application materials electronically to board@odscma.org by **October 30, 2024**



Evaluation Criteria:

Applications will be evaluated based on the following criteria:

- Experience and track record in grant writing for non-profit organizations.
- Writing and communication skills demonstrated through application materials.
- Understanding of ODSC's mission and commitment to serving deaf survivors.
- Ability to meet project deadlines and manage multiple tasks effectively.
- References from previous clients or employers.

ODSC reserves the right to request additional information or conduct interviews with applicants as part of the selection process.

For inquiries or further information, please contact at board@odscma.org.

Thank you for your interest in joining the Our Deaf Survivors Center team and helping us empower deaf survivors to thrive.