



GRANT WRITER

(.5 FTE) Reports to: Director of Development

Cristo Rey Boston High School (CRB), a college-preparatory, co-educational school for grades 9-12 seeks a Grants writer. Reporting to the Director of Advancement, the Grants writer will manage CRB's foundation and corporate grant fundraising. As a key member of the Advancement team, he or she is responsible for securing funding to realize the mission and vision of the school. The Grants writer will work with leadership, faculty, and staff to develop and produce proposals and reports to ensure timely cultivation, solicitation, and stewardship of grants. Responsible for effectively conveying the school's mission, goals, and accomplishments to win grant funding approval. This individual is also responsible for compiling reports to demonstrate our results and explain the impact of our school in the Greater Boston community. Responsible for researching, expanding, and maintaining the grant prospect pipeline, annual grant plan and timeline, grant fundraising progress reports, and goals.

The Grant Writer has the following responsibilities:

- Identify and research prospective foundations that may be able to assist Cristo Rey Boston High School.
- Identify which foundation officers should be contacted by the Director of Advancement/President.
- Work with the Director of Advancement to develop and cultivate relationships with foundations, coordinating visits by the President and Advancement Director to foundations and inviting foundation representatives to visit the school.
- Research and draft each grant proposal, including those for federal funds, state funds, operating support, and capital support; this includes meeting with the principal, CWSP staff and faculty as needed to gather data for each program proposal.
- Provide any additional information requested by a foundation.
- Prepare and analyze grant reports as needed on a timely basis.
- Maintain a record of grant activity and projections.
- Stay closely connected to the school and programs to identify areas for funding.
- Perform other duties as assigned by the Director of Advancement.

Required

- Minimum of a Bachelor's degree and 3+ years fundraising experience.
- A record of success in grant writing and processing.
- Excellent written and verbal communication skills. Very strong interpersonal skills. Detail oriented and data driven.
- Experience and success in translating ideas, concepts, and program information into thoughtful, compelling proposals.

- Critical thinking skills, decisive judgement, and the ability to work with minimal supervision.
- Familiarity with the realities, nuances, and impacts of educational inequity, racial inequity, poverty, restorative justice, the Greater Boston education sector (public and private) and a willingness and desire to learn and grow in one's understanding and knowledge.
- Knowledge and understanding of philanthropy, particularly grant cycles, application processes and protocols, and local philanthropic foundations.
- Proficiency with Blackbaud products or similar fundraising/donor database.
- Proficiency with Microsoft Office suite, including Teams.
- Works as a team member and builds relationships across CRBHS.
- Compliance with BCI and FBI background checks and completion of Protecting God's Children program.

MISSION STATEMENT

Cristo Rey Boston is a Catholic high school exclusively serving families of limited economic resources. By offering a rigorous curriculum, a unique work-study experience, and the support of an inclusive community, we prepare our students to succeed in college and beyond with the core values of dignity, perseverance, growth, and generosity. ORGANIZATION Cristo Rey Boston High School is a member of the national Cristo Rey Network, an association of 37 Catholic schools serving 12,000 students in twenty-six states. The mission of the Cristo Rey schools is to prepare economically disadvantaged students to enter and graduate college through a rigorous curriculum and a unique work-study program. The adults' professional culture is characterized by transparency and collegiality. Faculty and staff at CRB are deeply committed to the young people we serve, and eager to learn and grow in their own professional practice. There is an expectation that doors of classrooms and offices are open for colleagues who wish to share in each other's work, to ask questions, and to lend support.