Job Description
Government Grant Writer
New York Headquarters

Who We Are
The Hispanic Federation (HF) is the nation’s premier Latino nonprofit membership organization. Founded in 1990, HF supports Hispanic families and strengthens Latino institutions through grantmaking and direct services in the areas of education, health, immigration, civic engagement, economic empowerment, and the environment. Values that drive our work include equality, fairness, diversity, and empathy.

Who We Seek
Hispanic Federation is seeking an ambitious and talented writer to serve as the Government Grant Writer for Federal, state, and local grants. The Government Grant Writer plays a key role in the team as it works to expand our government grants portfolio and in support of the mission, programs, and policy work of Hispanic Federation.

The successful candidate has experience in all aspects of Federal government grants program and budget development, is a persuasive grant writer, and has a strategic understanding of the Federal government grants ecosystem, including how government grant making and contracting works. They must also be a detail-oriented individual with a strong work ethic. The candidate will be responsible for working with internal and external parties to organize the various components of HF’s government grant requests to reach organizational goals.

Position Location: New York City or Washington, D.C.
Reports to: Vice President for Development

Job Duties and Responsibilities

- Draft grant proposals and secure supporting documents based on the requirements of the granting government agency.
- Prospect and recommend government grants (local, state, and federal) aligned with HF’s mission and in support of current and planned programs; present findings to development and program leadership for assessment.
- Determine proposal concept by identifying and clarifying opportunities and needs, studying requests for proposals, and coordinating or attending meetings with HF program teams.
- Provide a clear framework for grant reporting and ensure programs and relevant staff are aware of data required, outlined deliverables, and reporting deadlines.
- Prepare structures to ensure all stakeholders can provide information, and allow for writing, draft review, approval, and submission.
- Serve as the main contract for internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with program staff, grant officers, and other stakeholders.
• Prepare materials in the institutional voice and provide boilerplate language to streamline how HF speaks of its programs to government funders.
• Maintain records and submit reports related to grant opportunities.

Skills and Qualifications
• Bachelor’s degree and a minimum of three years government grant writing experience, with experience working in a multi-service organization a plus.
• Proven track record of achieving revenue targets annually primarily from government sources.
• Strong understanding of Latino and social justice issues, or ability to learn.
• Ability to work well under pressure, synthesizing information in a compelling and succinct form for contract officers and other officials.
• Strong background in research, organizational and communications skills with demonstrated ability to write and present clearly and persuasively.
• High energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail; high degree of initiative.
• Ability to develop and manage budgets and prepare financial reports.
• Experience with Microsoft Office Suite programs and Google.com applications.
• Ability to communicate in Spanish is an asset

To Apply

Please submit a résumé, cover letter detailing your interest and qualifications and at least (2) writing samples via e-mail to careers@hispanicfederation.org with “Government Grant Writer” in the subject line. No telephone calls and only selected candidates will be contacted.

The salary range for this position is $75,000 - $85,000 and is commensurate with experience. Compensation comes with a robust benefits package with fully subsidized medical, dental, vision insurance, 403(B) retirement plan with match, access to flexible spending and pre-tax commuter benefits, and a generous PTO policy.

Hispanic Federation is an equal opportunity employer and does not discriminate against actual or perceived race, color, religion, gender identity, gender expression, age, national origin, creed, disability, marital status, sexual orientation and/or other protected categories.