



Advancing Fairness  
in the Marketplace for All

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## Grants Writer and Researcher

The nation's leading consumer rights advocacy organization seeks a grants professional who wants to contribute to the advancement of economic justice, and has the experience and expertise to do so!

The **National Consumer Law Center** (NCLC) is a nonprofit organization which uses its expertise in consumer law and energy policy to work for consumer rights and economic justice for low-income and other disadvantaged people. NCLC's expertise includes policy analysis and advocacy; consumer law and energy publications; litigation; expert witness services, and training and advice for advocates. NCLC works with nonprofit and legal services organizations, private attorneys, policymakers, and federal and state government and courts across the nation to stop exploitive practices, help financially stressed families build and retain wealth, and advance economic fairness.

NCLC relies on philanthropic support to successfully advocate for consumer rights. We are seeking a creative self-starter to join our talented Development Team as a **Grants Writer and Researcher**. This is an exciting opportunity for a grants professional who is interested in joining a strong and growing nonprofit organization.

The Grants Writer and Researcher will identify grant opportunities that match the goals and objectives of the organization, make inquiries with foundations which support economic justice work, and write grant proposals for government, corporate and foundation funds. The position will report to NCLC's Chief Development Officer and work closely with the Director of Leadership Giving & Engagement and the Director of Communications, among others

## **Responsibilities**

- Work with NCLC's expert advocates to build compelling cases seeking the support of private foundations, government agencies and individual donors.
- Write high-quality, inspiring communications for key external audiences, including donor appeal letters, electronic newsletters and more, in addition to grant letters of inquiry, proposals and reports.
- Research national and local foundations and identify the strongest prospects for funding NCLC's work, and on occasion make initial inquiries to start our process of engagement with potential funders.
- Write, edit, and help produce NCLC's bi-annual donor newsletter.
- Think strategically about communicating the impact of NCLC's advocacy to a diverse group of audiences; develop and regularly update standard language for use in a range of settings.
- Work with program staff to collect and distill information about NCLC's impact for use in a variety of communications, including regular reports to current foundation funders.
- Contribute to other development work as needed.

## **Qualifications**

- Bachelor's degree or equivalent experience required.
- Three or more years of relevant grant writing experience is strongly preferred.
- Exceptional writing and editing skills, with a focus on persuasive writing.
- Ability to synthesize complex information and present it to both expert and non-expert audiences in a compelling and vibrant manner.
- Strong research skills and ability to dig deep to find opportunities.
- Superb organizational skills, creativity, and self-motivation.
- Ability to work effectively under pressure while managing multiple projects with competing priorities and deadlines with a spirit of flexibility.
- Strong commitment to working for economic justice.
- A "positive attitude" is a must – we're looking for a creative, flexible, results-oriented, self-starting, hard-working, good-humored team player to join our already great team!

**Location:** Boston, MA

**Salary:** \$45,000- \$60,000 annual salary, commensurate with experience. NCLC offers an outstanding benefits package that includes employer paid

medical, dental, life and disability insurance, as well as pre-tax savings plans, a retirement savings opportunity, and generous paid time off including holidays, sick time, personal time, parental leave, and 4 weeks of vacation per year. Some flexibility in regular work hours may be possible after an initial probation period.

**Deadline:** Position open until filled, but priority will be given to applications received before January 15th, 2017. Apply early if qualified and interested - we will fill this position as soon as we find the right applicant!

**E-mail a cover-letter & resume to:** [careers@nclc.org](mailto:careers@nclc.org), Attention: Grants Writer and Researcher. No phone calls, please. Candidates selected for interviews will be asked to submit 2-3 writing samples and final candidates will be asked to complete a writing test.

*The National Consumer Law Center is an Equal Opportunity and Affirmative Action Employer, and encourages applications from all qualified individuals without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability or veteran status, or to other non-work-related factors.*