



Grant Writer

(full-time, hybrid on-site and remote)

IRIS (Integrated Refugee & Immigrant Services, Inc., www.irisct.org) is a nonprofit organization whose mission is to help refugees and other displaced people establish new lives, strengthen hope, and contribute to the vitality of Connecticut's communities. IRIS serves people from all over the world who have fled persecution in their home countries to start new lives and become self-sufficient, contributing members of their new communities. With offices in New Haven and Hartford, IRIS serves refugees, asylum seekers, asylees, humanitarian parolees, undocumented neighbors and other immigrants.

General Description

The need for a Grant Writer comes at a pivotal time in IRIS's history. In recent years the organization has seen tremendous growth in programs, client volume, staff size, and operational budget. Having recently assumed responsibility for IRIS's government grants portfolio, the Development team is responsible for raising \$12M annually through a mix of contracted and contributed revenue streams. With continued growth projected for 2023 and beyond, the current fundraising strategy places equal emphasis on grants and contributions.

Under the guidance and supervision of the Grants Manager, the Grant Writer is responsible for maintaining and growing IRIS's portfolio of government and private grants. This position collaborates with internal and external audiences to develop abstracts, proposals, and narrative reports. In addition, the Grant Writer identifies new grant opportunities and manages active awards. As a member of the Grants Team, the Grant Writer works closely with the Grants Coordinator and others to persuasively communicate IRIS's mission and programs to institutional funders.

Essential Duties and Responsibilities

- Manage all aspects relating to the submission of abstracts, proposals, letters of interest, concept notes, applications, and supporting documents for all grant opportunities within assigned portfolio area.
- Manage the writing of high-quality grant proposal narratives, including: creating content as lead writer; seeking input and content from others; and editing for argument, clarity, and cohesion of voice.
- Collaborate with multiple departments – especially Finance – to prepare proposals and reports, negotiate grant terms and ensure compliance with grant agreements.
- Identify and research new funding opportunities and provide guidance and recommendations during go/no go decisions.
- Track progress of submitted applications.

- Manage the reporting process for active awards, coordinating with Finance as needed.
- Serve as first point of contact for assigned funding agencies and partner organizations.
- Assist with maintenance of database, ensuring that records are current and accurate and updating all proposal and reporting deadlines.
- Perform other duties as assigned.

Desired Skills and Experience

- Bachelor's degree; plus, a minimum of three years' experience crafting complex funding proposals in a clear and compelling manner and a proven record of achieving five-to-seven-figure grants.
- Excellent writing, analytical, and research skills are essential. Ability to seek and synthesize information and communicate it in a compelling and succinct form.
- Candidates must be self-motivated, detail oriented, and highly-organized, and have experience using online databases and other sources to identify and research grant opportunities.
- A solid understanding of budgets and preparing them as they relate to a grant process is essential.
- Strong collaboration skills and demonstrated ability to communicate with people from a variety of cultural backgrounds.
- Experience with federal or other government donors is helpful. Familiarity with 2 CRF 200 – or ability to quickly learn – is essential.
- Commitment to IRIS' mission and anti-racism.
- Fluency in spoken and written English.
- Strong tech skills including Google Suite, Microsoft Suite, Fluxx, Salesforce, and group tools.

Candidates must be vaccinated against COVID-19 and comfortable coming into contact with other people.

In submitting an application for employment, the applicant grants IRIS permission to check references as well as question anyone who might be familiar with the candidate's job performance.

Reports to: Grants Manager

Compensation: \$48,000 - \$51,000, full-time, salary

Benefits: Health, dental, vision insurance. Life and disability insurance. Vacation (3 weeks); personal days (3 per year); sick days, holidays per IRIS schedule. Eligible for 403b retirement plan after 1 year.

IRIS is an affirmative action-equal opportunity employer.

To apply: Send an email to, at humanresources@irisct.org with the following:

- A subject line that says "Grant Writer" [Your Name].
- A cover letter
- An attached resume

Applications will be reviewed in the order they are received and until the position is filled.