



## **Job Brief:**

### **Grant Writer, AmeriCorps VISTA San Juan, Puerto Rico Office**

#### **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 advocacy, capacity building, grantmaking, programs 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. Hispanic Federation is headquartered in New York and has offices in DC, FL, CT, NC, and in 2018 opened in Puerto Rico.

#### **Who We Seek**

The Hispanic Federation seeks a Grant Writer through the AmeriCorps VISTA program. This position will support the fundraising and development efforts required for the Puerto Rico Office of the Hispanic Federation. Through research and prospecting, the Grant Writer will identify programs and opportunities for fundraising and prospect funding opportunities aligned with proposed or existing programs.

The Grant Writer will help develop materials to create a culture of fundraising and build structures to better support development efforts to address the needs of communities in Puerto Rico.

#### **Additional Job Responsibilities:**

Identify HF program areas in need of additional financial support with guidance from the HF Staff Prospect funders and conduct research to ensure funding strategies align directly with HF's programs and work.

Support the creation of an outreach strategy for former donors and foundation supporters.

Develop a fundraising strategy for potential donors, drafting a calendar for communication with donors and creating materials to share with the donor that aligns with their interests.

Draft and finalize a resource guide to sustain a culture of fundraising and ensuring program success by maximizing fundraising.

Support data entry in Raisers Edge, HF's donor management system.

Support to the Hispanic Federation's ongoing grant writing efforts, as needed.

#### **Skills and Qualifications:**

- Bachelor's degree or a combination of credits towards attaining a bachelor's degree and work experience
- Experience in conducting research
- Familiarity with donor management systems a plus
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- Familiarity with grantmaking processes is strongly preferred

- Strong written and verbal communication skills
- Skills in the preparation of reports and dashboards
- General knowledge of Microsoft Office (Excel, Word, and PowerPoint) skills
- Well-organized and detail-oriented
- Professional and welcoming demeanor both in person and by email or phone
- Ability to maintain high degree of discretion and confidentiality.
- Strong commitment to Hispanic Federation's mission and core values
- Sensitivity to the communities and audiences that HF addresses through its grants and programs
- Bilingual in Spanish and English (written and spoken) required.
- Must have a valid driver's license and be comfortable driving.

**Benefits:**

In partnership with the Corporation for National and Community Service (CNCS), AmeriCorps VISTAs placed with the HF Puerto Rico Office are given an allowance of \$15,001.50 for one year of service (as of August 15, 2021); will include a choice of healthcare allowance (\$8,550) or a health plan; and receive a choice of a year-end education award (\$6,345) or cash stipend (\$1,803).

Qualifying AmeriCorps VISTAs also receive the possibility of a relocation allowance, settling-in allowance (up to \$750), and childcare support

**To Apply:**

To apply, please email a cover letter and resume to Keyshla Marrero Lozada, Operations Manager, at [kmarrero@hispanicfederation.org](mailto:kmarrero@hispanicfederation.org) with "Grant Writer, AmeriCorps VISTA" in the subject line.

This is a full-time position based in our San Juan, Puerto Rico office as part of CNCS's AmeriCorps VISTA program. The position will report to Chief Development Officer. Must be available to interview in San Juan, PR. No Phone calls; only selected candidates will be contacted for interviews.