



Grant Writer

This position will work through out Fond du Lac, Green Lake & Winnebago Counties in Wisconsin
Full Time Position

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty, and increase self-sufficiency.

Come join a caring team of professionals who enjoy what they do!

ADVOCAP seeks a Grant Writer to continue our economic stability and growth in pursuit of our mission 'to create opportunities for people and communities to reduce poverty and increase self-sufficiency'. This position is responsible for preparing and submitting public and private grant applications from national, state and local investors. Grant applications support programs covering our service area of Fond du Lac, Green Lake and Winnebago counties.

Responsibilities Include:

- Establish and execute a plan for each grant review, development and submission process
- Prepare an abstract and outline for each proposed grant
- Research, analyze and document poverty data
- Submit grants on-time and establish and maintain access and passwords for e grants and other grant proposal submission systems
- Excellent verbal and writing skills
- Engage with key staff and community partners in preparing grants to continue or expand ADVOCAP's response to poverty.

Job Requirements:

- Successful applicants will have the equivalent of a bachelor's degree in related field and at least 3 years of grant writing, program development or program operations or equivalent combination of related education and experience from which comparable knowledge and abilities can be acquired
- Demonstrated project planning and time management abilities
- Previous grant writing success and data analysis/research capabilities
- Word Processing, chart development and spreadsheet skills are essential
- Reliable transportation and a valid driver's license
- Ability to be flexible to be able to attend meetings or work to complete grants after normal hours.
- Drug Screening and background check required

Minimum starting wage is \$46,500. This full time position will have access to our full benefit package which includes: health, dental, vision, life, STD, vacation, sick and holiday pay, and Retirement/401k option.

Application materials submitted by 4/30/21 will receive primary consideration.

Applicants: please submit Resumes and/or applications, with cover letters to:

ADVOCAP Inc., Human Resources

PO Box 1108

Fond du Lac, WI 54936-1108

or email to hr@advocap.org or FAX: 920 922-7214