Job Description

Vision To Learn is seeking candidates for the position of Grant Writer.

Background: Vision To Learn is a nonprofit 501(c)3 provider of free vision screenings, eye exams and glasses to K-12 students in underserved communities. The organization uses mobile “vision clinics” – an optometric exam room on wheels – to provide services on-site at schools and community organizations. Vision To Learn is funded in large part by private philanthropy – foundations, corporations, and individuals. We also receive some government-based funding through school districts, city, county, and state institutions.

Vision To Learn is the largest school-based vision care nonprofit in the country. VTL exists to address one basic premise – if you can’t see, you can’t learn. More than 2 million students go to school each day without the glasses they need to see the board, read a book, or participate in class.

Since 2012, Vision To Learn has provided more than 1.5 million vision screenings, 310,000 eye exams and over 243,000 pairs of glasses to kids in need, nationwide. We operate programs in 13 states and Washington DC, and are rapidly expanding our work to support kids in communities across the United States. We hope you consider joining us!

The Role

The Grant Writer will be an experienced writer who is highly organized and detail-orientated individual joining our team to assist in both sustaining existing foundation and corporate giving relationships, as well as creating new ones for Vision To Learn. This individual will oversee grants throughout their full life cycle, including but not limited to, the research of grant opportunities, preparation of all written documentation, submission, tracking, and compliance reporting.

A successful candidate will be passionate, self-motivated, proactive, quick-thinking, flexible, and possess excellent written and communication skills. The Grant Writer will report to the Chief Growth Officer.

Specific Responsibilities

- Develop, research, and write grant proposals, grant solicitations, letters of intent, reports, and all other written materials to secure funding for organizational, program and project support for grants from corporate and private foundations, as well as grants from federal, state and community foundations.
- Maintain and track all standard and required documentation for grant proposals and submissions, including but not limited to, submission schedules, reporting deadlines, and closing deadlines.
- Identify new and renewed grant opportunities, contact potential funding sources to discuss eligibility requirements, criteria, interest, and potential funding opportunities, as well as follow-up on grant decisions.
- Maintain accurate, timely, and regular communications with funders, donors, and prospects in coordination with management.
- Work collaboratively with the various local program staff, project managers, and the executive leadership team to collect accurate data and information on local and national programs for the grant cycle, as well as, necessary information to accomplish local and organizational development goals.
- Other tasks and responsibilities may be assigned as required.

Qualifications

- Bachelor’s degree required
- Flexible, excellent writer and communicator who thrives in a fast-paced environment
• Ability to work independently and as part of a team, easily moving between multiple grant applications and grant reports
• Able to work quickly under deadline pressure and able to complete grants in reasonable timeframe
• Comfortable working in Microsoft environment, accessing and updating CRM-like reports on funders and our activity with each, and in drafting and uploading grant requests and reports
• Detail-oriented and well-organized, able to meet deadlines reliability and proactively
• Ability to accept feedback and directions from colleagues and management and learn quickly
• Willing and able to build relationships with other internal team members to work collaboratively on parts of grants that require specialized expertise (budgets, etc.) and knowledge (regional program operations)
• May be located anywhere in the U.S. and work 100% remotely

Vision To Learn is committed to a diverse staff and to a culture that holds equity as a value and a priority. VTL welcomes applicants who bring a variety of perspectives, experiences, and competencies. People of color, women, people with disabilities, and LGBTQIA+ persons are strongly encouraged to apply. VTL is an equal opportunity employer and does not discriminate based on race, creed, color, religion, ethnicity, national origin, party or political affiliation, sex, sexual orientation or gender identity, age, disability, veteran status, marital status, or any illegal or prohibited factor.

As a direct healthcare provider and to protect the health and well-being of our employees, VTL has implemented best practices for ensuring a clean and safe work environment. Employees will be asked to provide proof of COVID-19 vaccination and pass a Department of Justice background check/fingerprinting (LiveScan), child abuse history clearance, TB, and drug test.

Position: FT or PT

Pay: $30/hour