



Grant Writing Independent Contractor Description

Voz Workers' Rights Education Project ("Voz") is a worker-led organization that empowers diverse day laborers and immigrants to improve their working conditions and protect civil rights through leadership development, organizing, education, and economic opportunity.

We are seeking a Grant Writing Independent Contractor who supports our research for new grants and the drafting of proposals in a year-round capacity of 30-40 hours per month. In particular, we are seeking someone with a comprehensive understanding of fundraising, effective writing skills for grants, reports and other funding proposals, and has a commitment to social justice and building worker and immigrant power.

The consultant role would focus on:

- Strengthening Voz's grant-based fundraising strategies, including researching, identifying, and connecting Voz with foundations, government, corporations, civic and religious organizations with philanthropic interests aligned with our vision;
- Drafting effective grants and funding proposals and working with the ED and fundraising team to finalize proposals;
- Manage our grant deadline calendar;
- Assist with grant reports; and
- Generally supporting the creation of more effective strategic plans for development and fundraising.

Ideal skills:

- Demonstrates high standards of performance and ethical behavior;
- Demonstrates reliability and dependability; holds oneself accountable;
- Displays a comprehensive knowledge of all key fundraising functions and strategies;
- Adept at researching, identifying, and cultivating foundations, government, corporations, civic and religious organizations;
- Maintains an extensive and solid professional network;
- Writes effective grants, reports, and funding proposals;
- Knowledge of worker center models and immigrant and worker rights causes.

Application process: We seek to receive 1-2 pager proposals (including your grant writing experience, if you have other clients, your hourly rates, etc.), conduct a video conference interview, and check two references.

Timeframe: Applications accepted now on a rolling basis; Seeking for a contract to start in January of 2021 and it will last for 18 months only.

Contact: Email Osmani R. Alcaraz-Ochoa at osmani@portlandvoz.org with proposal and/or questions.