



Job Description: Grant Writer

At BestPrep, we are passionate about education. BestPrep's mission is to prepare students with business, career, and financial literacy skills through hands-on experiences that inspire success in work and life. BestPrep mobilizes corporate volunteers to serve 30,000+ students every year. Founded in 1976, BestPrep offers six programs at no cost to teachers or schools, providing classroom speakers, workplace tours, mock interviews, online mentors, career days, and a summer business camp that prepares students for life after high school.

Join a great team in a position with growth potential and opportunities to develop your skills and broaden your network. This position is part of the Development Team, working closely with the President & CEO, VP of Development, VP of External Relations, Communications & Events Coordinator, and Development Assistant. The Grant Writer will report to the VP of Development.

BestPrep will support training opportunities for this position, including the MN Council of Nonprofits grant writing series, as needed.

Job Type: Full-time

Compensation: \$45,000-\$49,000

Hours: 40 hours per week

Key responsibilities include:

Grant management 75%

- Draft and submit grant proposals and reports, conducting related research, and coordinating deadline priorities
- Compose and compile data for relevant proposal supplements
- Maintain a fundraising calendar
- Maintain templated grant text documents for use in grant proposal submission

Development Support 20%

- Assist/coordinate fundraising efforts, including appeals and occasional mailings
- Maintain donation/donor records in the Salesforce database
- Write or edit documents for CEO or VP of Development
- Create/send invoices
- Update Development documents
- Create donation and volunteer database reports

Event Support 5%

- Coordinate event sponsorship payment process
- Additional event support as needed

Other responsibilities

- Attend monthly board meetings (in person) and moderate the virtual board meeting

- At BestPrep, all staff are expected to attend and assist with the Educational Forum (February) and Annual Luncheon (May)
- Attend one week of the Minnesota Business Venture youth development camp offsite in July (Comp time will be offered)
- Occasionally attend program events as needed.

Experience

Required:

- 2 or 4 year post-secondary degree or equivalent experience
- Strong written and verbal communication skills, including excellent grammar
- Highly organized and able to track and meet deadlines
- Customer service-mindset with high level of professionalism
- Responsible, high attention to detail
- Flexible, able to shift priorities when needed
- Ability to work independently and see projects to completion
- Proficient with Microsoft Office (Word, Excel, Outlook)
- Strong work ethic and positive attitude
- Must have own transportation with ability to travel to professional events and meetings

Preferred:

- Previous experience with grant writing or fundraising
- Familiarity with Salesforce or another relational database is a plus

Other Information:

Please send your resume (including a separate attached cover letter) to Ms. Shana Hoffer at shoffer@bestprep.org. No phone calls please. Applications without a cover letter will not be considered.

BestPrep offers a hybrid work environment. Employees are required to work in the office two days per week (minimum of 6 hours in-office per day.)

BestPrep is an equal opportunity employer. We value diversity and are committed to creating an inclusive work environment. We offer a generous benefits package, including health, dental, and life insurance, and separate time off and sick leave.

Submit application materials (cover letter and resume) to Shanna Hoffer via shoffer@bestprep.org.