



## Job Description

**Title:** *exalt* Graduate Student Grant Writer (part time)

**Reports to:** Deputy Director of Strategic Growth

### SUMMARY

*exalt's* mission is to transform the lives of courtinvolved youth by equipping them with the skills and experience they need to be selfsufficient members of society. We fulfill this mission by providing a cohesive, cohortbased educational internship program with four components: 1) a proprietary curriculum based classroom component 2) paid internships in youths' fields of interest; 3) postinternship education and career development services; and 4) an alumni network that provides ongoing access to resources. *exalt* partners with criminal justice agencies and schools to serve youth, ages 15-19, annually.

The Graduate Student Grant Writer is responsible for assisting the Strategic Growth team in writing effective and persuasive grants and proposals that use the power of words to bring light to *exalt's* powerful work in criminal justice, youth development, education, and employment. The ideal candidate will have excellent academic written communication skills, be comfortable working under quick deadlines and shifting priorities in a fastpaced, flexible environment, and possess a positive, can-do attitude. This candidate should have a deep understanding of social justice issues and the criminal justice system, with preference to candidates pursuing graduate degrees in a relevant field.

### SPECIFIC RESPONSIBILITIES

- Write high quality grants, proposals and letters of inquiry in response to major RFPs from foundations, corporations and government.
- Manage application process, organize relevant documents, coordinate across the team.
- Monitor, write and submit reports to existing funders on grant progress.
- Gain an in depth knowledge of *exalt's* program, pedagogy and results, provide written analysis of the work, and be able to articulate this work in excellent academic proposals.
- Research new foundation, government and corporate opportunities relevant to *exalt's* work.
- Provide other writing support as needed, including copy editing, email and other marketing.

### COMPETENCIES

**Written Communication:** Clearly, effectively and persuasively conveys complex concepts in written communication. Demonstrates excellent written, oral and listening skills.

**Academic & Cultural Competence:** Has strong familiarity with and understanding of or is committed to learning about *exalt* students' histories, cultures and the socioeconomic and political factors which have shaped those. Strong academic background in social justice, criminal justice, education, or other relevant field.

**Adaptability:** Able to adapt quickly to new information and unexpected deadlines and obstacles . Approaches change positively.

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**Planning and Organizing:** Organizes work, sets priorities, determines resource requirements and seeks input and support from supervisors/colleagues; determines necessary sequence of activities needed to achieve goals.

## **QUALIFICATIONS**

- Bachelor's Degree required.
- Preference for current graduate students in Journalism, Criminal Justice, Education or other related field.
- Strong interest in and knowledge related to **exalt's** mission.
- Demonstrated excellence in written communication.

Please send resume and cover letter to [jennytolan@exaltyouth.org](mailto:jennytolan@exaltyouth.org) (Please indicate in cover letter what interests you about the position. Resumes without cover letters will not be considered.)

***People of color strongly encouraged to apply. exalt*** is an equal opportunity employer.