



LATINO ACADEMY OF WORKFORCE DEVELOPMENT **Volunteer Grant Writer**

ABOUT THE LATINO ACADEMY OF WORKFORCE DEVELOPMENT

Founded in 2011, the Latino Academy of Workforce Development makes our community strong by providing bilingual, culturally competent adult education programming. Our driving purpose is workforce development. Over the last decade, we have grown to be a regional leader in supporting unemployed/underemployed Latinos and non-Latinos through the process of career education and training, job placement, and job retention. For more information visit: <http://www.latinoacademywi.org/>.

How you'll make an impact: The Latino Academy of Workforce Development is seeking an experienced Grant Writer to develop and implement strategic plans to secure funding from a portfolio of local, regional, and national corporations, foundations, and government sources. The ideal candidate will help identify and develop funding prospects to support existing and new program opportunities.

Schedule: 5-10 hours a week

Main responsibilities:

- Write high-quality grant proposal narratives, applications, and supporting documents.
- Responsible for researching, collecting data, and writing of each grant.
- Work with the Latino Academy's team to compile financials and data.
- Manage the proposal submission process to ensure timely submission of all required materials.
- Develop and maintain a proposal calendar.
- Coordinate and follow up on the progress of submitted proposals.
- Conduct prospect research to identify, cultivate, and solicit new grants.

Desired Qualifications:

- Ideally, a minimum of 2 years of experience in research and grant writing; nonprofit experience a plus!
- Bachelor's degree required.
- Demonstrated ability to write successful grant proposals.
- Detail-oriented, organized, deadline-driven.
- Clear, precise, and compelling writing skills.
- Able to effectively communicate.
- Motivated self starter with the ability to work independently with purpose and accuracy in a fast-paced environment.
- High proficiency in all areas of Microsoft Office, including Outlook, Word, Excel, and PowerPoint.

Questions about this Volunteer Opportunity:

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