



POSITION ANNOUNCEMENT

FOUNDATION GRANT WRITER

The Environmental Law & Policy Center (ELPC) is hiring a full-time Foundation Grant Writer to expand our foundation grants program and manage current grants as needed. We're looking for an experienced and successful grants writer to identify new funding opportunities and write persuasive proposals. This position will also work with the Development Team and program staff on current grant reporting and proposal writing. As part of ELPC's Development Team, this person will provide support for fundraising events, campaigns and outreach activities as needed.

ORGANIZATION

The Environmental Law & Policy Center is the Midwest's leading environmental legal advocacy organization. We use the power of the law and strategic advocacy campaigns to create climate change solutions, advance clean energy, protect public health, and preserve the Midwest's wild and natural places. Our staff is made up of extraordinary individuals who work together across states and disciplines to solve the most pressing environmental challenges of our times. Learn more at www.ELPC.org.

RESPONSIBILITIES

The Foundation Grant Writer will focus on expanding ELPC's foundation grants program, which includes both institutional and family foundations at local, regional and national levels. Duties include:

- Producing well-written, compelling and persuasive letters of inquiry and grant proposals in a timely manner, and pitching them to funders to successfully secure new funding.
- Researching and identifying new foundation prospects.
- Cultivating relationships with foundation staff and funders.
- Working with ELPC's Development Team and program staff to develop proposal content.
- Following up on submissions to ensure funding success.
- Working closely with program staff to deliver reports and other funding requirements in a timely manner.





- Working with the Development Team to successfully achieve overall fundraising goals, especially by increasing the number of secured grants and amount of revenue raised.
- Working collaboratively with Development Team on fundraising events and campaigns throughout the year including the Annual Gala, Earth Day efforts and various fundraising efforts as assigned.

The Foundation Grant Writer will report to ELPC's Chief Development Officer in our Chicago headquarters office. ELPC staff is currently working from home. We plan to resume some office hours in the fall, if safe to do so.

QUALIFICATIONS

Candidates should have a Bachelor's degree and at least three years of development experience, preferably in the environmental sector. Demonstrated track record of grant writing that resulted in secured funding is ideal. Prior experience writing persuasive documents (e.g., grants, journalism, policy advocacy work) is a plus. The successful candidate will have exceptional writing, editing, and interpersonal skills; work well under deadlines; possess an entrepreneurial approach to fundraising and a passion for ELPC's mission. Outstanding research and organizational skills, and the ability to manage multiple projects and deadlines is required. He or she must be able to work productively with a team of skilled professionals in a fast-paced deadline-driven environment where attention to details and follow-through are critical.

SALARY

Commensurate with experience and with ELPC's salary structure that is competitive with other large public interest environmental organizations. ELPC offers excellent medical, dental, wellness and 403(b) benefits, in addition to other benefits.

APPLICATION PROCESS

Applicants should email: (1) a cover letter, (2) a resume, and (3) contact information for two professional references to: grantwriter@elpc.org with "Foundation Grant Writer" in the subject line. Telephone inquiries are strongly discouraged. The Environmental Law and Policy Center is an equal opportunity employer and is continually seeking to diversify its staff.

