



Morningside Center for Teaching Social Responsibility
475 Riverside Drive, Suite 550, New York NY 10115 / 212-870-3318 / www.morningsidecenter.org

JOB OPENING: Grant Writer

Full-time Exempt Position

[Morningside Center for Teaching Social Responsibility](http://www.morningsidecenter.org) seeks a full-time grant writer and editor to support our organization's fundraising and communications operations.

Summary

We are looking for an experienced and talented writer/editor to generate clear, concise, and compelling grant proposals and reports, articles, blogs, and other written materials for our organization.

We seek applicants who have a strong track record in grant writing and can manage and meet deadlines. Applicants will also have a talent for assembling and editing materials generated by others, and must ensure that our materials are ready for publication.

You'll be joining a thriving NYC-based nonprofit organization that works to foster social and emotional learning and equity in public schools and after-school programs. Our work is mission-driven. We seek applicants who share our commitment to building a just and joyful world and who will value our friendly and collaborative work culture. We will invite your creativity in reporting on and telling stories about the power and impact of our work.

NYC-area applicants preferred. Remote work is possible, but the job requires regular hours and periodic in-person meetings.

Responsibilities

The grant writer's responsibilities include:

- Take the lead in drafting grant proposals and reports for both foundations and public agencies, in collaboration with the executive director and others on our team
- Draft and edit other fundraising-related materials, including correspondence with foundations and donors, donor fund appeals, and donor newsletters
- Track and monitor proposal and report deadlines and ensure that they are uploaded to grant platforms in advance of deadlines

- Gather information and stories from our school-based staff to inform and enrich grant proposals and reports, blogs, articles, and other materials
- Help strategize for and place articles in external publications
- Write and develop content for our biweekly organizational newsletter, in collaboration with our communications specialist
- Create content for and update our website, in collaboration with our communications specialist and executive director
- Support our organization's social media presence
- Generate our annual reports, in collaboration with the communications specialist and executive director

Qualifications

- 5 or more years of experience in successful nonprofit grant-writing
- Interest in building support for evidence-based programs that foster social and emotional learning and restorative practices in schools
- Experience in writing compelling articles/essays for a range of audiences
- Experience in doing research, interviews, and compiling data for proposals, reports, and articles
- Capacity to multitask and to plan for and meet competing deadline targets
- Skill in editing and revising a range of materials
- Excellent computer skills and willingness to use and learn new technology including Microsoft Office, Teams, Zoom, and Salesforce; capacity to do online research and navigate foundations' online platforms
- Social media experience is a plus
- Initiative, creativity, and drive
- A collaborative spirit and eagerness to work for a more just and joyful world

NOTE:

Former NYC Department of Education employees are not eligible to apply for a position at Morningside until one year after they have left the DOE, to avoid a conflict of interest.

About Morningside Center for Teaching Social Responsibility

Each year, Morningside Center provides training and coaching for educators in hundreds of schools and after-school programs. Our evidence-based programs support school staff, students, and parents in developing key social and emotional skills; honoring our diverse cultures and experiences; and using restorative, non-punitive approaches to discipline. We work to create classrooms and schools where everyone feels they belong, and can learn.

Morningside was founded by educators in New York City in 1982, and continues to partner closely with NYC public schools and the NYC Department of Education, as well as other school districts. For more information, visit our website at: www.morningsidecenter.org.

Annual salary range is between \$75,000 and \$90,000, depending on experience. Morningside Center provides a very competitive benefits package including healthcare (United Healthcare Oxford), dental and vision benefits (Metlife), a discretionary 5% employer contribution to a 403b retirement plan with Principal, and four weeks paid vacation.

We are a multicultural organization, and we warmly invite applicants from a wide variety of backgrounds, identities, and experiences.

To Apply:

Please submit a cover letter, your resume, and 2-3 relevant writing samples. Send applications to: jobs@morningsidecenter.org.