



Job Title: The Somerville Foundation Development Lead & Grant Writer

Location: Hybrid (Somerville, MA and remote)

Position Overview:

The Somerville Foundation seeks an experienced and motivated Nonprofit Development Lead & Grant Writer. The Somerville Foundation is a new and energetic community foundation seeking to reinvest community growth resources into the people of Somerville. This position will guide development strategies and processes for the foundation. This part/full-time role involves procuring grants, including identifying RFRs, RFQs, and other solicitations for the Foundation and its non-profit partner agencies, supporting fundraising strategies, and assisting local nonprofits in Somerville, MA. Through its development efforts, the Somerville Foundation aims to build key relationships with the nonprofit network and generate sustainable funding for the community. This position offers the potential to evolve into a long-term, beneficial role.

Compensation:

- \$30 to \$50 per hour, commensurate with experience.

Work Environment:

- Hybrid: Some time in Somerville, MA, is expected, but the majority of the work can be done remotely.
- Flexible, 20-40 hours per week

Qualifications

- Highly motivated, intelligent, and committed to the Somerville community
- Strong analytic mind, great communicator orally and in technical writing
- Experience with or desire to learn quickly about fundraising and grant-making

Key Objectives:

- Develop a stronger partnership between the Somerville Foundation and local nonprofits to generate revenue via administrative support on grant partnerships.
- Contribute to the foundation's long-term goal of building a \$10 million endowment, including learning from and working with prominent community foundations such as the Boston & Cambridge Foundations.
- Develop metrics to demonstrate the Somerville Foundation's success in securing grant funding and direct donations.
- Cultivate a strong donor database of major and recurring donors for future sustainable funding.





Core Responsibilities:

- Report to the General Manager.
- Serve as the lead member of the Development Team. Manage and track all grant submissions and reporting requirements to meet deadlines.
- Identify and procure grant opportunities through grant databases and match them with local nonprofit organizations. Create and execute comprehensive fundraising strategies, including modeling innovations from other states, to support the foundation's initiatives.
- Establish and maintain strong relationships with nonprofit organizations to foster a collaborative development network. Assist nonprofits and the foundation in writing, editing, and submitting successful grant proposals. Host seminars/workshops for local nonprofits to improve their development strategies.
- Engage in cultivation, solicitation, and stewardship of new prospective donors and update the Foundation's donor database.
- Work collaboratively with staff and program directors to receive data and programmatic information.
- Work with the Board of Directors to align development goals on key areas.
- Work on additional special projects as needed.

Performance Metrics:

- Dollar amount of grants applied for, with a target of \$3 million.

Potential for Growth:

- This position has the potential to become a long term role with benefits based on performance and organizational growth.

To apply to this position please send a cover letter, writing sample, and recent resume to admin@somerville-foundation.org.

