



Job Title: Grants & Institutional Funding Specialist
Supervised By: Grants Manager
Classification: Independent Contractor; Part-Time (20 hours per week)
Hourly Rate: \$40-\$45 an hour, commensurate with relevant experience
Anticipated Start Date: Immediate/ As soon as possible

ORGANIZATIONAL SUMMARY

Between Friends envisions a community free from domestic violence where equality, safety, and justice exist for all. Between Friends provides a safe, supportive, and empowering environment for individuals and families in crisis. Between Friends' counselors and advocates support individuals in making their own informed decisions and choices, rather than making those for them.

To address domestic violence as a community issue, Between Friends offers comprehensive prevention programs to educate youth and adults about the dynamics of healthy and unhealthy relationships and how to prevent domestic violence before it begins. To learn about our programs, go to www.betweenfriendschicago.org

POSITION SUMMARY

Between Friends seeks a motivated and detail-oriented Grants & Institutional Funding Specialist to support the organization's growing grants portfolio, with particular focus on expanding foundation and corporate funding. This position reports to and works under the supervision of the Grants Manager, who oversees the organization's grant submissions and related processes. The Grants & Institutional Funding Specialist will play a key role in strengthening the organization's private funding pipeline while supporting the development of clear, compelling grant narratives and reports.

This role is ideal for an individual with strong writing, organizational and research skills who is interested in nonprofit development and advancing programs that support survivors of domestic violence and promote healthy relationships among youth. The ideal candidate will have experience translating programmatic information, quantitative and qualitative data, and community needs into persuasive and compelling grant narratives.

RESPONSIBILITIES

Grant Writing & Proposal Development

- Draft initial versions of grant proposals, letters of inquiry, and reports for review by the Grants Manager

- Assist in preparing narrative content, including program descriptions, statements of need, goals, outcomes, and impact summaries
- Conduct research to identify relevant data, statistics, any best practices, and evidence-based information to strengthen grant narratives
- Review internal program updates and qualitative reports and summarize key themes and outcomes to support development of grant narratives and reports
- Assist with editing, formatting, and compiling proposal materials and required attachments

Foundation & Corporate Grant Prospecting

- Conduct prospect research to identify foundations and corporate funders whose priorities align with Between Friends' programs, mission, and funding needs
- Prepare concise prospect summaries to support funding strategy and pipeline development
- Assist in identifying potential new funding opportunities and funder relationships
- Maintain organized tracking of potential foundation and corporate prospects

Grant Administration & Coordination

- Assist in tracking grant deadlines, submissions, and reporting requirements
- Maintain organized documentation of all proposals, research, and drafts in shared systems to ensure transparency and continuity across the development team
- Collaborate with program staff to translate program outcomes, evaluation data, and qualitative insights into clear and compelling proposal narratives.
- Assist with preparing materials for grant submissions and funder communications

Research & Strategic Support

- Conduct research on community needs, funding priorities, and emerging philanthropic trends to strengthen proposals
- Identify relevant studies, reports, and credible sources to support grant narratives
- Support preparation for funder meetings, site visits, and stewardship communications as needed

QUALIFICATIONS

- Strong writing, editing, and research skills
- Exceptional attention to detail and organizational skills
- Ability to manage multiple projects and deadlines simultaneously
- Proficiency in Microsoft Office, with advanced skills in Word and Excel
- Demonstrated interest in nonprofit development, fundraising, or grant writing
- Associate's degree in a related field (e.g., social work, psychology, public health, nonprofit management, or a related discipline) or equivalent professional experience

Preferred

- Experience drafting grant proposals, letters of inquiry, or grant reports
- Experience conducting foundation and/ or corporate research (funding or prospecting)
- Familiarity with nonprofit programs or social service organizations
- Demonstrated ability to synthesize program information, data, and research into clear and compelling written narratives
- Bachelor's or Master's degree in a related field

WORK ENVIRONMENT

- The role operates in a professional office environment, and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

- Ability to work flexible hours during general business hours, with occasional weekend availability as needed.
- Physical demands include the ability to stoop occasionally, reach frequently, handle objects occasionally, communicate verbally and audibly frequently, frequent use of near visual acuity, and occasional use of far visual acuity.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions, in accordance with applicable laws and regulations.

EQUAL OPPORTUNITY & LEGAL COMPLIANCE STATEMENT

Between Friends is an equal opportunity organization and complies with all applicable federal, Illinois, and local laws prohibiting employment discrimination. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected status. Reasonable accommodations are provided in accordance with the Americans with Disabilities Act (ADA) and the Illinois Human Rights Act.

TO APPLY

- Submit a cover letter and resume to info@betweenfriendschicago.org
- Please write your name (Last, First) and Grants & Institutional Funding Specialist in the subject line of your email.
- No phone calls please