



NATIONAL NETWORK OF  
ABORTION FUNDS

# Position Announcement: National Network of Abortion Funds Seeks Grantwriting Coordinator

**Application Deadline:** November 7, 2021, 11:59PM CT for full consideration

**Instructions:** Click the following link [abortionfunds.bamboohr.com/jobs](https://abortionfunds.bamboohr.com/jobs) and upload your resume and cover letter. If you have any questions or trouble with the application process, send a message to [jobs\[at\]abortionfunds.org](mailto:jobs@abortionfunds.org)

**Estimated Date to Hire:** February 14, 2022

**Hiring Timeline:** The hiring timeline listed here is our best estimate, and intended to assist applicants with planning throughout the process. If the timeline changes by more than a week, we will inform all applicants.

- **Oct 7** - Job Posting Open
- **Nov 7** - Job Posting Closes
- **Nov 29** - Conduct Phone Screens
- **Dec 13** - Conduct Virtual Interviews
- **Jan 3** - Conduct Final Interviews
- **Jan 10** - Selection, Reference Checks & Job Offer
- **Feb 14** - Day One!

Are you looking for us?

As the Grantwriting Coordinator, you are excited by the prospect of interpreting complex concepts into compelling stories of impact and change. You have a keen eye for clear, scalable processes, and are as comfortable working independently as you are in a team. You have a strong appetite for data, deadlines, and documentation. You approach fundraising from a place of abundance, emergence, and as a political act.

## Organizational Overview:

The National Network of Abortion Funds (NNAF) builds power with members to remove financial and logistical barriers to abortion access by centering people who have abortions and organizing at the intersections of racial, economic and reproductive justice. Together with our members, we advocate for cultural and political change to ensure access for people who face the greatest obstacles to abortion access: women with lower income, women of color, young women, and transgender and gender nonconforming people. This is an exciting time for NNAF as we grow, nurture new funds emerging in underserved areas, deepen our support for funds working within the reproductive justice framework, and co-lead a bold national coalition campaign to increase abortion access by restoring Medicaid coverage for abortion. We are working to make access to abortion a reality for everyone, no matter their resources. We are building a movement, mentoring young leaders, and working toward a world in which everyone can shape their own futures and families. **We invite you to join us as the newest member of our dedicated and growing team at a time when we are explicitly focused on scaling our network and building the infrastructure of abortion funds to be fully staffed organizations with robust abortion funding budgets.**

NNAF is comprised of a multi-racial, multi-religious, gender expansive staff of 50, located across the United States. We know how important it is to support our remote staff to maintain connection and cohesiveness as a team. To this end, we ensure weekly one-on-one supervision, face-to-face virtual staff meetings, quarterly in-person meetings, and more.

**Title:** Grantwriting Coordinator

**Supervised by:** Director of Philanthropic Engagement

**Supervises:** N/A

**Status:** The position is full-time, non-exempt, salaried.

**Compensation:** \$60,960 - \$67,208, commensurate with experience, with competitive benefits package

**Location:** Flexible

**Benefits:** Best in Class benefits package currently including 100% employer paid health insurance plus 50% for dependents/families, a 5% employer retirement match, 32-hour work weeks, 3 weeks vacation, 13 holidays, generous sick time, and a commitment to professional development.

## Position Description

The Grantwriting Coordinator is responsible for content generation for funding submissions, specifically in the area of foundation support, which comprises approximately three-quarters of the organization's overall \$22.8 million budget. The Grantwriting Coordinator actively contributes to the institutional giving team by developing timely, accurate and compelling written submissions for existing and prospective institutional funding sources, as aligned with the mission, vision, values, and strategies of NNAF.

## Essential Job Functions

### **Foundation Submissions (approximately 50% of the position)**

- Generate coherent, compelling narrative content for institutional funding submissions that reflects both emergent and ongoing strategies within the network as well as the vision and values, and is in accordance with funding specifications.
- In coordination with Grantwriting Manager, finance team, and other key staff, prepare accurate, timely, complete, submissions for funders and donors.

### **Backend Operations Support (approximately 25% of the position)**

- Ensure accurate, complete and timely entry and maintenance of all institutional giving funding records via existing platforms, e.g. Salesforce and Tresorit.
- Work with the Revenue Reconciliation Manager and Institutional Giving (IG) team in maintaining the integrity and functionality of institutional giving revenue data in Salesforce, including updates to dashboards.

### **Fundraising Resource Management (approximately 15% of the position)**

- In coordination with Grantwriting Manager, research institutional funding sources which are aligned with NNAF's mission, vision, and values, and generate introductory packets or organizational collateral.
- In collaboration with the Director of Philanthropic Engagement and Grantwriting Manager, coordinate responses to fundraising technical assistance requests from member funds by actively contributing to existing fundraising knowledge library, such

as maintaining and regularly updating tools like funding opportunities for abortion funds.

### **Other (approximately 10% of the position)**

- Actively participate in required convenings, summits, retreats, and staff meetings, and participate in required virtual staff communications.
- Protect the organization by keeping information confidential.
- Update professional knowledge by participating in educational opportunities approved by NNAF, maintaining networks, and participating in professional organizations as relevant to your role.
- Perform duties required of all staff to support smooth internal operations such as submitting timely expense reports, reimbursement requests, and timesheets.
- Perform other duties as assigned by supervisor.

### **Travel Expectation**

Ability to travel as job requires, approximately six times minimum per year. Travel will primarily be overnight, for approximately 2-5 days, and national. Regardless of where employee lives, and barring travel delays outside of an individual's control, employee must be able to arrive at destination on-time.

Please note: Due to COVID-19, NNAF has suspended all travel to minimize risk of exposure for staff through the end of the year. This applies to all NNAF related work. We will update the travel suspension only when the pandemic significantly improves and conditions become safer.

### **Benchmarks**

- Generate complete and comprehensive content for the timely submission and tracking of at least 20 compelling, values-aligned funding proposals and reports per fiscal year, under the direction of the Grantwriting Manager.
- Create and maintain profiles and electronic file maintenance of currently active, inactive, and prospective institutional funders and submission materials.
- Work with Institutional Giving team members to develop internal systems and mechanisms for input throughout the institutional fundraising process, including scope and strategy.

- Submit all baseline work accurately and on time every cycle. Baseline work includes Certify (monthly) or submitting reimbursements within 90 days of expenses, workplanning in Trello (keeping your own annual and quarterly workplan updated and participating in maintaining your department's), Slack and email communication (daily), timesheets in ADP (bi-weekly), participating in all staff meetings (monthly) and department meetings, and consistently working core hours.

## Qualifications

### Job experience requirements

- Two to four years of relevant experience within institutional fundraising, specifically as a grant-writer. Familiarity with foundations strongly preferred.
- Demonstrated capacity for technical writing and translating conceptual frameworks and strategy into compelling, successful funding applications.

### Specific skill sets

- Fluency in Microsoft Office and Google Drive.
- Willingness to develop literacy in technologies regularly used to support the collaborative, often asynchronous, work of grantwriting, e.g. Salesforce, Trello, Slack, etc.
- Robust analysis and synthesis skills, integrated into work products such as letters of intent, case studies, general and purpose- or project-specific narratives, as well as impact reports.
- Strong reading comprehension skills and willingness to absorb a considerable amount of reading materials.

### Preferred skill sets

- Facility and/or familiarity with Salesforce as a database.
- Experience providing technical assistance in the context of fundraising from institutional sources.

### Qualities

- Committed to abortion access and full reproductive health care for all.
- Committed to an intersectional framework that includes, but is not limited to gender, economic, and racial justice.

- Ability to enjoy collaboration and be a part of a dynamic, highly productive and integrated team; maintain flexibility and effectively manage ambiguity in a responsive work environment.
- Self-motivated, resourceful, creative, and able to work without significant day-to-day supervision.
- Open to giving and receiving feedback and committed to practicing this regularly.
- Belief in bucking the trend through progressive policies to create a new vision for our future.
- Appreciation of working with diverse staff and board in an organization committed to racial justice.

## Work Environment

*The physical demands and work environment described here are representative of those an employee encounters while performing essential functions of this job. **Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions.***

- Depending on location, a combination of in-office and virtual office at this time. Must be able to participate in online virtual communications including email, video conferencing, and other online tools used to facilitate virtual office culture and work sharing.
- This position is full time, with employee's regular full time schedule to be approved by supervisor. Regular hours must include attendance during core business hours from 12:00pm – 5:00pm Eastern Time, Monday through Thursday. Occasional work on evenings and weekends as needed.
- Must be able to conduct business in English; however, fluency in languages other than English is a plus.
- Smoke- and drug (illegal or recreational)-free environment.
- Some work at off-site locations may be required; NNAF aims for accessibility in any off-site location that we have control of, but some of them may not be fully accessible.
- This role routinely uses standard office equipment such as computers, phones, and scanners. Employee is regularly required to communicate effectively via computer, via phone, and in person.
- This role requires frequent sitting.

NNAF is an equal opportunity employer and does not discriminate against any individual based on any non-merit factor, and is committed to an equitable workplace where everyone is treated as a respected and valued member of the team. In fact, NNAF actively seeks to build and maintain a diverse staff with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, and sexual orientation. As an organization working in solidarity with the reproductive justice movement, NNAF is committed to fostering the leadership and elevating the voices of women, young people, people of color, Native people, immigrant and refugees, low-income people, LGBTQ+, gender non-conforming, and non-binary people, people who have had abortions, people with disabilities, young parents, people who were formerly imprisoned, people who have received funding for abortions, and people living in the many intersections of these experiences. We encourage people from these communities to apply.