



Seeking Grant Writer Contractor

The Minnesota Breastfeeding Coalition (MBC) is seeking a part-time contractor for 2019 for grant writing and submission on behalf of the MBC. The grants are for organizational infrastructure-building capacity that will lead to hiring an Executive Director. Job duties include:

- Research grant opportunities, in order to identify funder priorities and recently funded proposals, requirements and due dates
- Identify grants for infrastructure-building capacity to allow for hiring of an Executive Director
- Apply for at least 3-6 grants approved by the MBC Board and grant workgroup
- Reports to the Finance Subcommittee and grant workgroup
- Compile and organize MBC history, current activities, special projects, grants awarded and not awarded
- Complete Common Grants application to be used as template for any future grant application and include a general budget with narrative, subcommittee descriptions, evaluations done (events), strategic plan, equity focus narrative, etc.
- Develop Logic Model or other similar models specific to the MBC that can be used as a template for grant applications
- Update the Steering Committee and Board at regular bi-monthly Steering Committee meetings and via emails on a regular basis.

Required Qualifications:

- Past grant-writing experience (provide a list of grants submitted and obtained)
- Understands non-profit organizational infrastructure
- Familiar with applying for health-related grants
- Ability to work with busy, dedicated volunteers
- Excellent writing, proofreading, editing, and communication skills
- Ability to work collaboratively and independently
- Excellent computer skills

Preferred Qualifications:

- Understands maternal child health care issues, public health theories and practices
- Knowledge of breastfeeding promotion, support, and protection efforts

Additional Information:

Position hours flexible and work from home. Total hours estimated at 10-20 hours/week for up to 10 months. To apply, send cover letter, resume, and two references to:

mnbreastfeedingcoalition@gmail.com with **Grant Writer Position in subject line**. Resume via LinkedIn profile page is acceptable. Applications due by Feb. 20, 2019.