



Loving Venti, LLC. is a consulting practice, specifically focused on small-to-medium sized nonprofits, that fills organizational cracks so that nonprofits can serve to their fullest capacity. We do this by helping nonprofits improve operations, create alignment, and empower their staff/volunteers to fulfill its mission through a people-centered approach.

Grant Writer - Internship (Little Experience) 10 hours per week. 70% Remote Position. 30% Nonprofit Partner Visits/Team Meetings. Location: Milwaukee / Madison / SE WI (must be willing to travel to MKE at least once per month).

This position uses technical writing to conform to structures set up by each funder, while being able to demonstrate a passion for the mission and work of our nonprofit partners.

Essential Duties and Responsibilities:

- Draft grant proposals and supporting documents in response to the funding requirements of each funder
- Submit proposals to supervisor for approval within the stated deadlines
- Document organizations and processes related to grant writing
- Maintain grants calendar of multiple projects and nonprofits simultaneously (Asana)
- Creates original content for grants narratives and stories
- Formats and uploads grant materials into online foundation/grants software and/or hard copy versions.
- Preparing supporting grant proposal materials and reports

Qualifications

Mindset and Personality

- **People-centered:** We are committed to a people-centered approach which is conscience of the whole-person. Our team needs to be able to relate and interact comfortably with a diverse range of people.
- **Commitment to the Community:** Through either personal or professional experience, our grant writers should come to us with a heart for the community in which we serve.
- **Self-starter and self-manager:** We are looking for someone who takes initiative, anticipates needs, and gets things done consistently on time.
- **Responsive:** Though we love the flexibility a virtual business affords, we are committed to a high level of responsiveness both inside our business and with our customers.
- **Committed to excellence:** In everything we do, we want to exceed expectations, and reflect positively on the brand.
- **Positive attitude:** Our ideal candidate has a can-do spirit, is fun to be around, does not complain, make excuses, or gossip.
- **Flexibility & Adaptability:** In a newly launched business, things are always changing, and there are times when things get intense.

Skills and Abilities

- **Communication:** Grant writers must be an excellent communicator, in both written and oral form. This includes proficiency in editing; including spelling, grammar, and punctuation.
- **Organization:** Grant writers must highly organized and detail-oriented.
- **Team Work:** Our team works together cooperatively to provide the highest quality support to each other and our clients. The unity, camaraderie and culture of the team is

something that's very important to us. Therefore, we're looking for someone who is a good fit with our other team members, and who is comfortable sharing projects and responsibilities with others.

- **Technologically Proficient:** While experience with some or all of the technology platforms that we use is ideal, including Google for Nonprofits and/or Business, Asana, Dubsado, Insightly, QuickBooks, Little Green Light CRM, Canva or Photoshop, Microsoft Office Suite, WordPress, Calendry, Fluxx Grantseeker, etc., we are willing to train the right candidate. However, the ability to embrace and learn new technology quickly is an absolute must.

Knowledge and/or Professional Experience Preferred in the Following:

- Experience in business, communications, public relations, or journalism preferred
- Excellent writing, verbal, proof reading, editing, and professional phone and email communication is required
- Flexible and self-motivated
- Successfully working in a virtual environment
- Affinity for the mission of Loving Venti

Position Overview:

- Reports to: Director of Fundraising Services
- Hourly Position with no benefits beyond PTO and flexible paid holidays
- \$17 per hour
- You must own your own computer, telephone, and have regular access to high speed internet.
- Weekly meeting with Director of Fundraising Services
- 6 months' probationary period

This job description is not all-inclusive and additional related tasks may be required as needed.

To apply, send a resume, a short explanation on how you see yourself fitting into Loving Venti's mission, and optionally, 2-3 writing samples, including social media posts (preferably a story of a social impact) to katie@LovingVenti.com. Applications will be reviewed on a rolling basis.

www.LovingVenti.com