



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.

Content Writer (Experienced) 30-40 hours per week. 70% Remote Position. 30% Nonprofit Partner Visits/Team Meetings. Location: Greater Milwaukee (must be willing to travel to MKE for meetings).

This position uses technical and creative writing to conform to structures set up by each funder, while demonstrating an understanding and passion for the mission and work of our nonprofit partners. Loving Venti supports numerous nonprofit partners with their fund development and grant writing needs on an ongoing basis with a high volume of grant deadlines throughout the year. The content writer coordinates the grants process through all stages for multiple assigned nonprofit partners, including research, deadline tracking, site visits, writing letters of inquiry and proposals, database entry, stewardship, reporting, and other funding requirements.

Essential Duties and Responsibilities:

- Support our nonprofit partners and their fundraising needs, including but not limited to:
 - Grant writing
 - Fundraising plans and strategies
 - Becoming grant ready
 - Donor database administration
 - Content library creation and maintenance
 - Newsletter Content

External Operations & Fundraising Services: 80%

- Grant Writing and Administration
 - Maintains grants calendar of multiple projects and nonprofits simultaneously (Asana)
 - Creates original content for grant narratives and stories
 - Coordinates with nonprofit partner contacts for grant proposal inputs and feedback
 - Submits proposals to supervisor for approval within the stated deadlines
 - Formats and uploads grant materials into online foundation/grants software and/or hard copy versions.
 - Prepares supporting grant proposal materials and reports
 - Organizes and maintains partner-specific grant content libraries
 - Researches public and private grant and corporate sponsorship opportunities
- Fund Development
 - Creates Annual Fundraising Plans and Strategies
 - Drafts and edits related development collateral such as annual reports, newsletters, program descriptions, etc.
 - Donor Database Support
- Strategic Reports and Other Writing
 - Supports other writing and editing projects as assigned.

- Other duties as required (tasks will vary as the needs of this young company evolve)

Internal Operations: 20%

- Maintain a grant calendar for nonprofit partners (Asana)
- Document organization and processes (Google Docs, Contract Management)
- Research/Prospect public and private grant and corporate sponsorship opportunities for all our Loving Venti nonprofit partners
- Support and collaborate on projects with various sub-contractors and other consultants in the Loving Venti brand.
- Various tasks as requested by the CEO or other senior team members

Qualifications

Mindset and Personality

- **People-centered:** We are committed to a people-centered approach that is conscious 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 team members 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 and 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. We all work as a team to get through challenges.

Skills and Abilities

- **Communication:** Content writers must be excellent communicators, in both written and oral form. This includes proficiency in editing, including spelling, grammar, and punctuation.
- **Organization:** Content writers must be 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 nonprofits, business, communications, public relations, or journalism preferred.
- Excellent written and verbal communication, proofreading and editing, and professional phone and email communication skills are required.

- Flexibility and self-directedness with a bias toward action are key attributes of the ideal candidate.
- Successful working in a virtual environment.
- Affinity for the mission of Loving Venti.

Position Overview:

- Reports to: Sr. Director of Partnerships and Strategy
- Hourly Position with no benefits beyond PTO and flexible paid holidays
- \$25 per hour
- You must own your own computer, telephone, and have regular access to high-speed internet.
- Weekly meeting with Sr. Director of Partnerships and Strategy and monthly (often in-person) meetings with the entire Loving Venti team
- 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 2-3 writing samples, including social media posts (preferably a story of a social impact) to Catherine@LovingVenti.com Applications will be reviewed on a rolling basis.

www.LovingVenti.com