



Part-Time Grant Writer

Posting Date: May 13, 2022

Deadline for Application: June 13, 2022

Location: Madison, Wisconsin

Reporting To: Development Director

Appointment Type: Part-time, hourly position (20 hours/week)

REAP Food Group is seeking a grant-funded, part-time Grant Writer to lead our grant writing and management. Join a team that is passionate about creating a just, local, and sustainable food system in Southern Wisconsin.

We seek a grant writer who will share our commitment to bring curiosity, inclusivity, collaboration, and fun to the work of building a better world. You will be part of the development team and interact with staff to identify grant needs. With your creativity and project management skills you will develop compelling proposals that convince funders to support REAP's programs to create a more just local food system.

Who We Are

REAP Food Group is a growing and innovative 501(c)(3) nonprofit organization based in Madison, Wisconsin that supports actions and policies that will create a lasting foundation for a thriving food system where everyone has equitable access to wholesome, local, sustainably raised food. We do this by:

- Advocating for policies that support an equitable and environmentally sustainable local food system that drives social and environmental justice, improved health, and economic development;
- Creating and supporting markets, infrastructure, and strategies that connect local farmers to institutional and individual buyers;
- Amplifying community-led solutions to overcome structural barriers to accessing local food through the intentional inclusion of diverse voices; and
- Celebrating with the community through sponsored events that highlight Dane County's and southern Wisconsin's abundance of wholesome, locally raised food.

What You'll Do

You will be responsible for identifying new grant opportunities, writing proposals, applying for grants, and reporting to funders and granting agencies. You will work closely with the Executive Director and Development Director to identify and gather information on fundable



projects. You will also interact with program directors and staff to learn about current and new opportunities.

Who You Are & Keys to Success (the must-haves)

To be successful in this job, you will excel in the following areas:

- **Written Communication:** You are a creative thinker with 2-3 years of experience writing proposals for federal, state, and local governmental funders as well as private foundations. You are an exceptional storyteller with both technical and creative writing experience as well as editing and proofreading skills.
- **Program Management:** You have impeccable time management skills and have the ability to work independently with minimal supervision while love being part of a tight-knit team. You have demonstrated the ability to manage and track multiple projects, meet proposal and project deadlines, and create grant reports in a timely manner.
- **Mission-Driven:** You are a mission-driven person who believes in creating a more equitable, just, and accessible food system for all. You have experience and desire working with people of diverse cultural, economic, and educational backgrounds.

What Else You Should Know

The position is part-time and grant-funded for 18 months, and is ideally based in the Madison, Wisconsin area (although we might have flexibility on location for the right candidate). This is a part-time appointment (20 hrs/week). The hourly wage for this position is \$23/hour based on grant-funding. While the physical office is located near the capitol square in Madison, staff have hybrid work schedules. Part-time position is eligible for PTO, and retirement plan with employer match eligibility after 1,000 hours of work.

How to Apply

Please send a cover letter and resume to Meghan Salzwedel, Development Director, at meghans@reapfoodgroup.org.

REAP Food Group is an equal opportunity employer and enthusiastically encourages people from a wide variety of backgrounds and experiences to apply. REAP Food Group does not discriminate on the basis of race, color, religion, sex (including pregnancy), gender identity, national origin, citizenship, age, mental or physical disability, veteran status, marital status, sexual orientation or any other basis prohibited by law.