



## Full Time Grant Writer

The Grant Writer will provide creative writing and support for grants, appeals and marketing collateral.

### QUALIFICATIONS:

- Bachelor's degree required
- Minimum 3-4 years grant writing experience
- Excellent communication skills, both verbal and written
- Demonstrated interpersonal, time management and organizational skills
- Demonstrated ability to work in a fast paced environment and attention to detail
- Must possess excellent computer skills - Microsoft Office applications and web. Proficiency with donor database systems, such as NeonCRM, a plus
- A positive attitude, high energy level, and a genuine interest in the mission of Capital Roots

### RESPONSIBILITIES INCLUDE:

- Provide creative writing for:
  - Grant narratives across Capital Roots' 12 program areas for private and government funders
  - Donor appeals and special acknowledgements
  - Donor and constituent focused marketing collateral and website
- Grant management including reporting and research
- Other development work as needed

### SALARY & BENEFITS:

This position is a non-exempt, full-time position (30-40 hours per week) with starting salary of \$20/hour. We offer comprehensive health care coverage upon hire with fully covered premiums for medical insurance and 75% coverage for dental insurance. We offer plans with low-cost co-pays and deductibles – a benefit of ~\$7,800 per year. In addition to generous vacation time we observe 11 holidays – including three floating holidays – and offer personal and sick time. You also have the option to enroll in our 403b retirement plan and are eligible for the Public Student Loan Forgiveness program. Flexible work environment.

### About Capital Roots

We seek to foster diversity across our organization and welcome the unique contributions our team members make based on their diverse perspectives, backgrounds, and lived experiences. To learn more about Capital Roots, go to [www.capitalroots.org](http://www.capitalroots.org).

Capital Roots is striving to create a more vibrant and equitable food system in New York's Capital Region. We work to reduce the impact of poor nutrition on public health in New York's Capital Region by organizing community gardens, providing healthy food access, offering nutritional and horticultural education for all ages and coordinating urban greening programs in Albany, Rensselaer, Schenectady and southern Saratoga Counties. Our mission is to nourish healthy communities by providing access to fresh foods and green space for all.

### Send cover letter, resume and writing sample to:

Sean Wyse, Community Engagement Director  
Capital Roots

594 River Street, Troy NY 12180

Or by email: [devmanager@capitalroots.org](mailto:devmanager@capitalroots.org)

**NO CALLS PLEASE!**