



## **Connections for Abused Women and their Children (CAWC)**

**Job Title:** Associate, Grants and Communications

**Classification:** Part-time staff position; approximately 20 hours per week

**Reports To:** Assistant Development Director

**Location:** Office Based with Remote Work Options

**Compensation:** \$32-\$35 per hour

### **About CAWC:**

Connections for Abused Women and their Children (CAWC) is a nonprofit dedicated to empowering individuals affected by domestic violence through comprehensive support services and advocacy. Our programs include emergency shelter, counseling, legal advocacy, and community education.

### **Position Overview:**

The Associate for Grants and Communications will report to the Assistant Development Director and play a vital role in securing funding for CAWC's programs and services. The successful candidate will be responsible for preparing compelling and accurate Letters of Inquiry (LOIs), grant proposals, and reports tailored to funders' guidelines and deadlines.

### **Responsibilities:**

- Research potential grant opportunities aligned with CAWC's mission and goals.
- Participate in all prospecting activities including representing CAWC at meetings, seminars and other events.
- Write and submit well-researched LOIs, grant proposals, and reports, ensuring all materials are accurate, thorough, and compelling.
- Manage a calendar of proposal and report deadlines, ensuring timely submissions.
- Collaborate with program staff to gather necessary information and data to support grant applications and reports.
- Maintain accurate records of grant submissions, funding history, and communication with funders.
- Ensure compliance with all funders' guidelines and requirements.
- Support other development efforts as needed.
- Act as backup support for CAWC communication needs including but not limited to social media and newsletters.

**Qualifications:**

- Bachelor's degree in English, Communications, Nonprofit Management, or a related field.
- Minimum of 2 years of experience in grant and/or proposal writing, preferably for a nonprofit organization.
- Proven track record of successfully securing grants.
- Exceptional writing, editing, and proofreading skills.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office Suite; experience with Raiser's Edge a plus.
- Ability to work independently and collaboratively in a remote or office environment.
- Commitment to CAWC's mission and values.

**Benefits:**

- Competitive salary commensurate with experience.
- Health, dental, and vision insurance.
- Retirement plan with employer match.
- Generous paid time off and holidays.

**How to Apply:**

Interested candidates should submit a cover letter, resume, and two writing samples to Via Catinella, Assistant Development Director at [vcatinella@cawc.org](mailto:vcatinella@cawc.org).

Please include "Associate, Grants and Communication Application" in the subject line.

CAWC is an equal opportunity employer committed to building a diverse and inclusive team. We encourage individuals from all backgrounds to apply.