



A V O D A H

Sparkling Jewish Leaders, Igniting Social Change

Grant Writer

Location: Remote

Description: Part-time, 20 hours a week

Start Date: November/December 2022

Salary: \$30,000-\$35,000 for 20 hours a week

Avodah believes that Jewish leaders have the power to help change our country for the better. For the past 23 years, Avodah has built a vast network of Jewish leaders who have come through our programs and now lead communities across the country, created a robust educational curriculum with which we have reached tens of thousands in the broader community, and developed an unparalleled analysis of social justice issues through a Jewish lens.

We train and support emerging and current leaders with the tools, knowledge, and networks they need to contribute their skills and passion to advancing social justice across the country and deepen the fabric of our diverse Jewish communities. Avodah's [Jewish Service Corps](#), [Justice Fellowship](#), [Alumni Network](#), and [Institute for Social Change](#) have sparked thousands of Jewish leaders to do justice work, added millions of dollars in critical staff capacity to anti-poverty organizations, and helped strengthen Jewish life in the United States.

Position Overview: At present, Avodah secures approximately \$3 million in grants from more than 60 foundations annually, which represents more than 60% of the organization's budget. Avodah seeks a Part-time (20 hours/week) Grant Writer to work closely with the Director of Institutional Giving to write, edit and/or compile foundation submissions. They will also conduct research on prospective funders.

Specific responsibilities may include:

- Develop and write foundation submissions, including letters of intent, funding requests, and reports, persuasively communicating Avodah's mission, programs and impact;
- Collaborate with appropriate staff members to craft budgets and other financial documents for submission to foundations;
- Edit foundation materials written by the Director of Institutional Giving;
- Communicate by email, phone and letter with prospective and current funders;
- Conduct prospect research on prospective foundation funders;
- Occasionally, join the Director of Institutional Giving and/or other Avodah staff members for meetings with foundation representatives; and

- Other duties as assigned.

About you:

We are looking for candidates who have at least 3 years of relevant experience, as well the skills and competencies listed below. We know that not all applicants will have all of the desired qualifications, and we encourage you to apply if you meet many of them and think you'd be a strong candidate for the role.

- **You are a strong persuasive writer** with some experience in writing foundation proposals and reports.
- **You have outstanding** editing and proofreading skills.
- **You are accountable for your own work and are a strong project manager.** You juggle competing demands, prioritize with ease, and are efficient with your time. You are comfortable with deadlines.
- **You are a collaborative team-player** who can work with staff across the country.
- **You have an understanding of, or desire to learn more about the Jewish social justice landscape and the diversity of the Jewish community.**
- **Preferred:** A working knowledge of Salesforce.

What we offer:

- **Healthcare:** 50% employer paid medical and 100% employer paid dental, vision, and disability insurance
- **Time off:** Vacation days (starting at 15 per year and increasing with paid employment, prorated for part time staff) and sick time (12 per year, prorated for part time staff), plus paid time off for Jewish and secular holidays
- **Generous paid parental leave policy**
- **Flexible spending account options**
- **Retirement savings plan** with an employer contribution after 90 days of employment
- **A flexible work schedule**
- **Professional development funds** and opportunities to learn and grow
- **A strong organizational culture** and supportive team with employee well-being prioritized
- **Commitment to creating a diverse and inclusive workplace** that enables everyone to bring their full self to work and make a positive impact on the world
- **Being part of a passionate team** of people who are devoted to Avodah's mission

Working Conditions/Physical Demands:

The position can be done remotely and staff will be provided with a computer. There are times when the work is fast-paced; this position entails working with deadlines and prioritizing different responsibilities. The ability to handle stressful situations with multiple projects underway at the same time, as well as the ability to work independently and collaboratively, are essential.

To apply:

Please click [this link](#) to apply. Due to the volume of applications, we are only able to respond to those applicants granted an interview. Applications will be accepted until a hire is made and interviews will be set up on a rolling basis. Please direct any questions to jobs@avodah.net.

Creating a more just world is a core part of our mission, and Avodah is working to continually strengthen our efforts towards equity and inclusion in the workplace. We strive to build a diverse team that brings with them a variety of identities, backgrounds, perspectives, and skills. Sephardic and Mizrahi Jews, people of color, women, people with disabilities, immigrants, LGBTQIA people, and people who come from poor or working-class backgrounds are strongly encouraged to apply. Avodah is an equal opportunity employer.