



## **ABOUT PREVENT BLINDNESS**

Founded in 1908, Prevent Blindness is the nation's leading not-for-profit, voluntary eye health and safety organization dedicated to fighting blindness and saving sight. Focused on promoting a continuum of vision care through all life stages, Prevent Blindness touches the lives of millions of people each year by promoting eye health, safety, early detection and treatment. As we continue our sight saving mission into the next 100 years, we are fulfilling our vision of prevention through focused attention on our core public health competencies of early detection, patient support, systems enhancement, public policy, research, public awareness, and health education.

## **THE ROLE**

We are seeking a skilled and passionate Foundation Grant Writer, Part-time to join our team and help us secure funding for Prevent Blindness' programs and initiatives. The Foundation Grant Writer, Part-time role will be responsible for researching, drafting, and submitting grant proposals to secure funding from foundations. This position will work closely with Prevent Blindness Program Directors/Managers and Leadership Team to understand our needs and align funding opportunities with our goals, mission and strategic plan.

## **RESPONSIBILITIES:**

### **Research and Planning:**

- Research and identify potential grant opportunities from new foundation funders.
- Review lapsed foundation supporters for prospective new support.
- Develop compelling, clear, and persuasive grant proposals that align with the mission and programs of Prevent Blindness.
- Track calendar for letter of inquiry and proposal submissions and award notifications.
- Conduct meetings with foundations as needed to clarify funding eligibility.
- Develop language and templates to convey the Prevent Blindness programs to funders.
- Assist with other grant-related tasks as assigned.

**Grant Management:**

- Prepare all grant-related documents including letters of inquiry, program- and project-based cases for support, grant applications and proposals, and mid/post grant reports.
- Work closely with Program and Marketing staff on project parameters, outcome requirements, expenses, etc. to develop compelling grant applications that align with Prevent Blindness' organizational goals.
- Develop compelling, clear, and persuasive grant proposals that align with the mission and programs of Prevent Blindness.
- Ensure all grant-related data is collected, summarized and shared with funders as needed, including progress and year-end reports.
- Submit annual requests for renewed foundation support.
- Enter funder, proposal, and report information in fundraising database.

**Miscellaneous:**

- Develop thank you letter templates for foundation support.
- Oversee foundation cultivation and stewardship (e.g., sharing annual reports, holiday cards, invitations to events, etc.).

**IDEAL EXPERIENCE AND CHARACTERISTICS**

- Bachelor's degree.
- Minimum 3-5 years of experience in grant writing, non-profit fundraising.
- Ability to work independently, as part of a team, and across teams as needed.
- Excellent oral and written communication skills.
- Must be computer literate. Experience with Microsoft Office Suite required. Experience with Raiser's Edge NXT or similar database helpful.
- Detail orientated and highly organized.
- Capable of managing multiple projects and meeting deadlines.
- Ability to create program budgets and convey scientific concepts clearly and succinctly.
- Ability to sit for extended periods of time.
- Ability to use a phone.

**WORK ENVIRONMENT**

- This is a part-time position and is not eligible for any Prevent Blindness benefits.
- The position is remote/hybrid from the Chicago main office.
- The workplace is a smoke-free and drug-free environment.

## **COMPENSATION**

The rate for this position is \$30.00 - \$35.00/hour, and is not eligible for any Prevent Blindness benefits.

Please send resume and cover letter to Kyra Vaughn at [kvaughn@preventblindness.org](mailto:kvaughn@preventblindness.org).

Prevent Blindness is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, ethnicity, ancestry, sex, sexual orientation, gender identity, marital status, parental status, religion, national origin, age, disability, veteran status, and other status legally protected by Federal, state, or local law.

Please note that we do not sponsor work visas for any positions. All applicants must be eligible to work in the United States without sponsorship.

**Application Deadline:** May 3, 2025