



60 West Walton Street Chicago, Illinois 60610-7324 (312) 943-9090

JOB POSTING

TITLE: Grant Writer
DEPARTMENT: Development

SUMMARY: Reporting to the Vice President for Development, the Grant Writer will play a key role in increasing support for the Newberry Library from foundations, corporations, and government agencies. The Grant Writer will write grant proposals, reports, and correspondence with institutional donors, and assist in preparing other written communications to donors.

RESPONSIBILITIES:

- Work across Newberry departments to manage grant proposal process for institutional funders, including developing strategies, gathering information, and writing drafts;
- Research prospective institutional funders to grow support for the Newberry;
- Comply with all grant reporting and recognition as required by institutional funders;
- Provide stewardship to institutional donors, including written updates and site visits;
- Track statistics and qualitative feedback necessary for donor stewardship;
- Draft other written communications as required by special projects;
- Serve on administrative and cross-library teams and task forces as appointed;
- Maintain the highest standards of professional and ethical conduct, and;
- Engage in all other projects and activities needed for the achievement of departmental goals, as assigned by the Vice President for Development.

QUALIFICATIONS:

- Bachelor's degree or equivalent experience preferred;
- Strong written communication skills; ability to write clear, structured, and persuasive proposals;
- Strong editing skills;
- Team player with the ability to build positive working relationships with diverse stakeholders, including staff colleagues, donors, foundation representatives;
- Outstanding project management skills and attention to detail; ability to manage multiple projects simultaneously and successfully meet deadlines;
- Familiarity with fundraising prospect research, and;
- Familiarity with Raiser's Edge preferred.

SCHEDULE: This is a full-time, non-exempt position, working 35 hours per week, with normal hours generally from 9:00 AM - 5:00 PM, Monday through Friday. Incumbent may work evening and weekend hours, as needed.

BENEFITS: The Newberry offers a comprehensive benefits package including a variety of health, dental, and vision insurances; generous paid time off (vacation time, sick leave, personal days, and paid holidays); a 403(b) retirement plan with an employer match; employer-provided basic life insurance; and much more.

TO APPLY: Interested candidates should email a cover letter and resume to jobs@newberry.org. Applications sent without both items will not be considered. Please, no phone calls.

Please visit our website at www.newberry.org.
THE NEWBERRY LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER

The Newberry's commitment to diversity, equity, and inclusion is essential to our mission: providing free and open access to a collection spanning more than six centuries; building and sustaining communities of learning; advancing and disseminating knowledge; and acquiring and preserving materials that represent a range of perspectives and experiences—including those that historically have been underappreciated, marginalized, or silenced. As a civic institution that values the free exchange of ideas, it is the Newberry's duty to ensure that attention to diversity, equity, and inclusion informs all that we do, internally and externally. This is an urgent priority for the staff and board of trustees as we shape our institution and outreach.