



MADISON
PUBLIC
LIBRARY

GRANT WRITER

Grant Writer is a part-time, 20-hours-per-week position reporting to the Executive Director.

Foundation

201 W. Mifflin Street
Madison, WI 53703

608.266.6318

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Jennifer Jeffress
Executive Director

DUTIES AND RESPONSIBILITIES

Grant writing:

- Prepare grants and proposals for major gifts, working closely with library staff to gather program and budget information
- Prepare and submit grant reports and updates to donors
- Cultivate and steward donors and prospective donors
- Ensure gifts are spent for intended purposes
- Work with Raiser's Edge database to create moves management chart
- Prepare calendar of deadlines for grants and reports
- Organize materials for meetings with current and prospective donors
- Maintain the foundation's Opportunities to Give and sponsorship documents
- Coordinate activities and writing needs for Capital Campaign, including grant applications, events, cabinet volunteer roles, and donor prospect research
- Prepare donor profiles

Annual Fund:

- Work with Donor Relations Manager on specialized thank-you letters for restricted gifts
- Maintain and expand the foundation's Sustainer program
- Identify and research annual fund donors for major gift or planned gift opportunities

Wisconsin Book Festival:

- Prepare Wisconsin Book Festival sponsorships and communicate with those donors about their benefits
- Prepare member appeals and renewals for members and Benefactors
- Ensure members receive benefits and appropriate recognition
- Prepare reports for festival sponsors

Administrative:

- Supervise development intern and assist with the hiring of interns
- Participate in board and committee meetings as requested
- Participate in all foundation fundraising events, including some nights and weekends
- Operate as a team member by supporting other staff and their duties

Contributes to duties as assigned. Some night and weekend work will be required. Salary begins at \$21 per hour and is commensurate with experience. Includes pro-rated vacation and some benefits. Equal Opportunity Employer. Send resume and a writing sample by December 3 to: Jenni Jeffress, jjeffress@mplfoundation.org