



**Position: Grant Writer (Part-Time)**

**Location: Lowell, MA**

**Organization Overview:** Founded in 1984, The Cambodian Mutual Assistance Association is dedicated to improving the quality of life for Cambodian Americans and other minorities and economically disadvantaged persons in Lowell through educational, cultural, economic and social programs.

**Position Overview:** Reporting to the Executive Director, the Grant Writer plays an important role by providing administrative support to the Development Team and participating in all fundraising activities including donor and public relations, grant administration including research, proposal writing and submission, and reporting.

**Responsibilities:**

- Write and submit proposals to current and prospective CMAA funders
- Prepare acknowledgement letters and other correspondence
- Assist with creating monthly fundraising reports and other database reports as needed
- Continually update and correct grants prospects list and Apricot database records
- Conduct preliminary research on prospective funders
- Work with staff to obtain information necessary for proposals and reports to funders

**Qualifications:**

This is a wonderful opportunity for an individual who is looking for entry-level development work to build grant writing skills. The successful candidate will spearhead grant management tasks, partner with the Executive Director and work collaboratively with a high-performance development team. Specific requirements include:

- Associates or higher in a related field
- A minimum of two years' experience in an administrative position, preferably in a not-for-profit development office
- Proficiency in Microsoft Word, Excel and PowerPoint Database management experience
- Excellent verbal and written communications skills
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to research, organize and prioritize work
- Ability to keep multiple deadlines and priorities balanced
- Ability to work independently with little supervision
- Ability to work with a diverse team of individuals
- Be able to provide writing samples or previously published work
- Excellent interpersonal skills

**Compensation:** Salary commensurate with experience.

**Starting Date:** Immediate

**Procedure for Applying:** Qualified candidates should e-mail current resume, together with a cover letter indicating interest in the position to Sovanna Pouy, Executive Director at [spouy@cmaalowell.org](mailto:spouy@cmaalowell.org). Applications will be reviewed on a rolling basis.

CMAA is an equal opportunity employer.