

# NEW JERSEY ASSOCIATION ON CORRECTION

"Helping People With A Past, Build A Future" Since 1961

## JOB DESCRIPTION/POSTING

Job Title	Reports to:	FLSA Status:	Department:	Level:
Grant Writer Consultant	Director of Development and Communications	Non-Exempt	Development and Communications	Administrative Support Level I
<b>If interested please submit your application to:</b>				
<b>Steve Bacher, Director : <a href="mailto:sbacher@njaconline.org">sbacher@njaconline.org</a> fax: 609-396-8999</b>				
<b>*Interested applicants should submit a cover letter, resume and grant proposal they have written. Hourly Rate Commensurate With Experience.</b>				
<b>No Phone Calls Please.</b>				

NJAC seeks an experienced writer of proposals for government funding to work with staff on upcoming NJ Department of Corrections RFPs.

### Primary Job Responsibilities:

- On a project by project basis, develop all aspects of government proposals or grant renewal requests; includes collaborating with colleagues and external providers, drafting narratives and proposal documents, formatting budgets and assembling documentation.
- Meet with program delivery staff to understand their needs, priorities and unique features.
- Maintain the confidentiality of agency information, including program concepts, budget and salary information, client data and information, and personnel matters.

### Other Skills and Abilities:

The position requires excellent writing, communication and research skills, and the ability to work independently. Ability to use standard office management software (word processing and spreadsheets). Ability to work under pressure with tight deadlines that may require some evening and/or weekend work.

### Education Requirements:

Bachelor's degree preferably in English, communications, social work, counseling, human services, health services or policy administration. Master's degree preferred.

### Work Experience Requirement:

At least one year experience writing successful government proposals for funding in the nonprofit or government sector. Must provide writing sample of government funding proposal. Experience with Department of Corrections or related programs preferred.

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The New Jersey Association on Correction is a 501(c) (3) nonprofit organization founded in 1961 that provides services in seven New Jersey counties to survivors of domestic violence and sexual assault, persons with HIV/AIDS and those who are reentering society following incarceration. For more information see [www.njaconline.org](http://www.njaconline.org).

### **ASSOCIATION PHILOSOPHY:**

All Association employees must be committed to the New Jersey Association on Correction's philosophy: To promote social justice and human dignity in the policies and institutions which govern offenders and victims of crime through educational, legislative and rehabilitative programs.

*The New Jersey Association on Correction is an Equal Opportunity/Affirmative Action Employer and will consider all qualified applicants without regard to race, color, religion, sex, national origin, lawful political affiliation or group membership, physical handicap, age, marital status, sexual orientation, prior involvement in the criminal justice system, off the job lawful activities or physical appearance.*