



BOYS & GIRLS CLUBS OF WEST ALABAMA

Job Position/Opportunity: Grants Writer (Part-Time)

Boys & Girls Clubs of West Alabama

Department: Development

Reports To: Chief Development Officer

Location: Remote opportunities available | West Alabama preferred

Schedule: Part-Time, 20 Hours Per Week

Help Us Create Great Futures

Boys & Girls Clubs of West Alabama (BGCWA) is seeking a talented and mission-driven **Grants Writer** to join our Development Team. This position plays a critical role in helping secure the resources needed to serve thousands of children and teens across West Alabama.

The ideal candidate is a skilled writer, strategic thinker, and organized project manager who understands how to turn program impact into compelling funding proposals. This role will lead the organization's private, foundation, and Boys & Girls Clubs of America pass-through grant efforts while supporting broader resource development goals.

If you are passionate about youth development and enjoy connecting mission with funding opportunities, we invite you to apply.

What You'll Do

Grant Writing & Resource Development

- Research and identify corporate, foundation, and grant funding opportunities
- Write, manage, and submit high-quality grant proposals and applications
- Manage and grow BGCWA's grant portfolio
- Coordinate grant renewals and reporting deadlines
- Collaborate with leadership to develop proposal budgets and funding strategies
- Monitor grant requirements, reporting obligations, and compliance expectations
- Maintain an organized grant tracking system and funding records

- Provide monthly updates on grant activity, progress, and revenue goals
- Support government grant efforts when needed

Collaboration & Leadership

- Serve as the organization's lead writer for BGCA pass-through and private grants
- Work closely with program and administrative staff to gather information and ensure successful grant implementation
- Communicate grant awards, expectations, and compliance requirements to appropriate team members
- Provide periodic grant responsibility updates to Club staff and leadership
- Support board engagement by preparing grant highlights and funding updates

Marketing & Stewardship Support

- Coordinate grant-related recognition and communication requirements with the marketing team
- Help ensure funders receive appropriate stewardship and engagement opportunities

Qualifications

We are looking for someone who brings:

Required

- Bachelor's degree from an accredited college or university
- Experience in nonprofit grant writing and grants management
- Strong written and verbal communication skills
- Exceptional attention to detail and organizational ability
- Ability to manage multiple projects and deadlines independently
- Knowledge of nonprofit fundraising and funding sources
- Strong technology and database skills

Preferred

- Experience with youth-serving or nonprofit organizations
- Familiarity with donor databases and grant tracking systems
- Knowledge of Boys & Girls Club programs or youth development work

What Makes You a Great Fit

You are:

- Mission-driven and committed to helping young people succeed
- A strong storyteller who can communicate impact effectively
- Detail-oriented and deadline-focused
- Collaborative and relationship-centered
- Self-motivated with the ability to work independently
- Positive, flexible, and solutions-oriented

Work Environment

This is a **part-time position (20 hours/week)** with **remote work opportunities available**. Evening or weekend work may occasionally be required for special events or Board meetings.

Why Boys & Girls Clubs of West Alabama?

At BGCWA, we believe every child deserves a safe place to learn, grow, and build a great future. Our team works every day to provide high-quality youth development programs that strengthen children, support families, and build stronger communities.

When you join BGCWA, you become part of a mission that changes lives.

To Apply:

Please submit your resume, cover letter, and a writing sample or grant proposal example to jobs@bgcwestal.org.