



## Junior Achievement of Wisconsin, Inc. Position Description

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**Position:** Grant Writer

**Primary Focus:** South Central Region

**Status:** Part-time, 20 hours/week

**Work Environment:** Hybrid

**Leader:** Regional Director

**Team:** Development

**FLSA Status:** Hourly / Non-exempt

### A POWERFUL PURPOSE:

Junior Achievement is education for what's next. We empower students to thrive in a rapidly changing world by providing experiential education that builds confidence, capability, and lasting economic mobility. Through hands-on learning that connects classroom lessons to real-world skills, Junior Achievement helps students achieve academically today and economically tomorrow.

As a community-connected education partner, Junior Achievement of Wisconsin prepares young people for what comes next—whether that's high school, postsecondary education, career pathways, or entrepreneurship. By helping students become confident, capable, and connected today, we ensure they have access to opportunity-filled futures tomorrow.

Team members at Junior Achievement are passionate about redefining readiness. We collaborate with educators, business leaders, and volunteers who share their time, talent, and resources to support the next generation. Our inclusive and mission-driven work environment offers a meaningful opportunity to advance economic mobility for students across Wisconsin.

### POSITION CONCEPT:

The Grant Writer strengthens Junior Achievement's mission by identifying, researching, and securing diverse funding opportunities that expand access to education for what's next. This role develops and submits high-quality, compelling, and accurate grant proposals to federal, state, local, corporate, and private funders. The Grant Writer also manages awarded grants to ensure full compliance with funder requirements, alignment between program goals and funding strategies, and timely completion of reporting. Through strong communication and relationship-building, this role helps maintain positive partnerships with funders and internal stakeholders to support the sustainability and growth of JA programming.

### PRIMARY RESPONSIBILITIES:

- Identify, research, and evaluate federal, state, local, corporate, and private grant opportunities that align with Junior Achievement's mission and programming needs.
- Monitor funding trends, policy changes, and emerging opportunities to expand the organization's grant pipeline and diversify revenue streams.
- Develop, write, edit, and submit high-quality grant proposals, letters of inquiry, and supporting documents that clearly communicate JA's impact and funding priorities.
- Prepare, modify, and manage program budgets for grant submissions in collaboration with internal department leads.
- Collaborate with program, education, and leadership teams to gather data, outcomes, stories, and project details needed to develop competitive proposals.
- Ensure all proposals and awarded grants comply with funder requirements, guidelines, and submission deadlines.
- Manage the full lifecycle of awarded grants, including tracking deliverables, maintaining documentation, and ensuring timely submission of progress, financial, and final reports.

- Utilize JA USA customer relationship management systems and other databases to collect, track, and analyze program data and grant outcomes.
- Maintain strong, professional relationships with funders, partners, and internal stakeholders to support long-term engagement and stewardship.
- Manage pass-through grants from JA USA, ensuring accurate administration and reporting.
- Maintain an organized grant calendar, tracking deadlines, renewal schedules, and reporting obligations.
- Support organizational strategy by aligning grant funding with program growth priorities and student impact goals.
- Perform additional duties as assigned to support overall development and mission advancement.

*The above position description is not all inclusive and is not an implied contract of duties performed. It is a general overview of position responsibilities.*

### **EDUCATION/EXPERIENCE REQUIRED:**

- Bachelor's degree or equivalent experience required.
- 2–3 years of development, grant writing, or grant management experience with a proven track record of success.
- Strong writing, communication, and presentation skills.
- High level of professionalism, accuracy, and attention to detail.
- Strong computer literacy and ability to manage multiple projects independently.
- Commitment to the JA mission and high ethical standards.
- Valid Wisconsin driver's license and reliable transportation.
- Flexibility to work occasional early mornings or evenings.

### **WORK ENVIRONMENT:**

This hybrid role requires a minimum of 60% onsite presence (e.g., at least two days per week for part-time positions). Some work may take place outside standard business hours to meet deadlines or support organizational needs.

The Grant Writer works in a small, collaborative office environment with a positive, supportive, and mission-driven culture. Team members regularly work together across departments, creating a cohesive environment where communication, shared problem-solving, and mutual respect are essential.

In addition to office-based work, some time may be spent in the community attending meetings, cultivating relationships with partners, or accepting grant awards from funders. As part of a nonprofit organization, the role may involve occasional flexibility, adaptability, and willingness to contribute to team efforts beyond core responsibilities to support JA's mission and program delivery.

### **PHYSICAL REQUIREMENTS:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 lbs.), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.