



Grant Writer

Start Date: May 18, 2026

Contracted Position

\$60,000 per year– contracted position

About NETWORK: NETWORK is a national, Catholic social justice organization that educates, organizes, and lobbies for economic and social transformation. Founded by Catholic Sisters in 1971, NETWORK is open to all who share our values, including people from diverse religious and secular backgrounds. We are committed to centering racial justice and equity at the heart of our work and to holding ourselves accountable to communities of color inside and outside of our organization. We value women’s leadership, and welcome and affirm members of the LGBTQ+ community.

We are seeking a Grant Writer to join our development team. This role is responsible for researching, writing, and submitting grant proposals to secure funding from foundations, corporations, and religious congregations. This role works closely with the Executive Director and the Development Director to develop compelling proposals that align with the organization’s mission and strategic goals.

You could be our next Grant Writer if you have:

- 2+ years of grant writing experience (nonprofit experience preferred)
- Demonstrated success securing grants from foundations, corporations, or other entities
- Exceptional research, writing, editing, and proofreading skills
- Experience developing program budgets in collaboration with development and finance staff
- Experience with nonprofit CRM systems such as Blackbaud, Raiser’s Edge, or Salesforce

What you’ll be doing:

- Research and identify new grant opportunities from private foundations, corporations, and religious congregations
- Write, edit, and submit high-quality grant proposals, letters of inquiry (LOIs), and concept papers
- Develop clear, persuasive narratives that communicate the organization’s mission, programs, impact, and funding needs
- Collaborate with program and finance staff to gather data, budgets, and supporting documentation
- Manage a grant calendar to track deadlines, submissions, and reporting requirements
- Prepare interim and final grant reports to funders
- Maintain accurate records of submissions, awards, and communications in donor databases

What it's like working at NETWORK:

NETWORK is open to all who share our values. Staff and members are people from a variety of religious and nonreligious backgrounds. NETWORK values work-life balance and strives to be a supportive workplace environment.

How to apply:

Cover letter: 2-3 paragraphs in an email (not attached but written in the body of the email) telling us why you're interested in this position, how you are qualified, why you want to be a part of the NETWORK team, and how you found us. Give us a sense of the level of responsibility, complexity, and creativity of the work in which you have engaged.

Resume: Attach a resume.

Email: Send materials to Chief of Staff, Sister Erin Zubal, OSU at employment@networklobby.org. Please include "Grant Writer" in the subject line.

Timing: This position will stay open as long as needed — until we find the right candidate. We will be screening candidates on a rolling basis so please apply promptly.

It is the policy of NETWORK to conduct all personnel activities in a manner that will ensure equal opportunity for all persons without regard to religion, race, creed, gender, color, age, national origin, marital status, veteran status, disability, sexual orientation, or gender identity or expression. Every employee has the right to work in dignity in an environment free from all forms of discrimination or harassment.