

Grant Development Work Study Position

Your skills and talents will shine in the busy grant-seeking office of a human services agency that responds to the vital needs of Washtenaw County residents.

Each year, Jewish Family Services (JFS) of Washtenaw County (established in 1993) provides more than 10,000 clients with wraparound services that include case management, clinical counseling, aging adult support, employment, crisis intervention, English language education, transportation, immigration and naturalization, and refugee resettlement and integration. As the premier refugee resettlement agency in Southeast Michigan, JFS serves newcomers from more than 60 countries.

As grant development work study team member, you will be part of a team that is constantly on the lookout to develop and advance meaningful relationships with funding partners whose priorities align with the agency's mission to create solutions, promote dignity, and inspire humanity. Working 10-15 hours a week, you will participate in all aspects of grant-seeking. This includes prospect research to identify good-fit funders and procure requests for proposals (RFPs). It also includes assistance with grant-writing, editing, proofreading, data procurement, and project management at every stage of the application process, from concept paper to full proposal and beyond to include grant management.

The ideal candidate is both detail-oriented and skilled at persuasively making the case for support through the written word. You will have the support and guidance of a full-time JFS grants manager who will supervise your work to ensure the team meets frequent, non-negotiable deadlines every week and provides all of the information requested by prospective grant-makers.

To apply, please send your résumé and cover letter to cathym@jfsann Arbor.org.