



SENIOR WRITER

About Youth Radio:

Headquartered in Oakland, CA, Youth Radio is a one-of-a-kind, youth-driven production company which, through a variety of outlets, reaches audiences in the tens of millions. YR is the winner of multiple journalism honors including the Peabody, Columbia-Dupont, Kennedy, Murrow, and White House Awards.

We are at a pivotal point in the organization's life as we enter into an exciting phase of growth and expansion. As we grow, we seek exceptional talent with an entrepreneurial spirit, who can lead us to the future of Youth Radio.

At Youth Radio we hire smart, passionate people who connect with our values and seek a collaborative environment where employees can do their best work. We seek people who are hard working, creative, fun and driven to go above and beyond to take our organization to the next level.

About the Role:

The Senior Writer is primarily responsible for developing and writing proposals to foundations and other grant-making organizations and will persuasively communicate Youth Radio's mission and programs to potential funders. Reporting to the Development Director, the Senior Writer will assemble and submit grant requests, and conduct prospect research.

Position Responsibilities

- Developing and writing grant proposals to foundations and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders
- Assembling grant requests, including letters, proposals, budgets and presentations
- Conducting prospect research
- Prioritizing projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals
- Providing writing support for major donor and individual contribution letters and acknowledgements
- Assist with other fundraising projects as requested

Skills & Qualifications

- Minimum three years of experience writing grants
 - Strong written communication skills; ability to write clear, structured, articulate and persuasive proposals
 - Strong editing skills; Attention to detail; Deadline-driven
 - Knowledge of fundraising information sources and the philanthropic landscape in the Bay Area and nationally
 - Experience with proposal writing and institutional donors
 - Knowledge of basic fundraising techniques and strategies
 - Knowledge and familiarity with research techniques for fundraising prospect research
 - Knowledge of and/or experience in the fields of media, youth development and/or STEAM education is preferred
-
- Proven track record of securing institutional gifts at the \$50,000 level and above
 - Sense of humor



Contact:

To apply send resume, cover letter, and samples of work to hr@youthradio.org. Please put "Senior Manager of Institutional Giving" in subject line. No calls please.

Youth Radio is an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status.