



Hope & Comfort: Seeking a Grants Specialist

Overview of Hope & Comfort

Hope & Comfort (H&C) is a 501(c)3 nonprofit organization founded in 2011 which distributes basic hygiene items to support and improve the health, self-esteem, and hygiene education of children, adults, and families across MA. Our organization is poised for significant expansion and even greater impact in the coming years. Hope & Comfort distributed roughly 2 million basic hygiene essentials in 2021, and is anticipating major growth in 2022 and beyond. We are headquartered in Needham, MA, with a strong programmatic presence throughout Greater Boston and Eastern/Central MA.

The Role

Title: Grants Specialist

Commitment: This is a part-time position, roughly 20-40 hours per month.

Location: This is a remote position. However, candidates in the Greater Boston area are strongly preferred as, post-COVID, it would be helpful to be able to convene periodically for team meetings and special events in person.

Compensation: Compensation is negotiable dependent on experience. The position is on a contract basis, and thus does not offer health or retirement benefits.

Summary of Core Responsibilities

Hope & Comfort, a rapidly growing non-profit 501c3 organization and leader in collecting and distributing basic hygiene products within Massachusetts, is seeking a hard-working, strategic, and creative Grants Specialist to bolster our institutional funding efforts. Hope & Comfort is funded by a diverse portfolio of donors who tend to be actively engaged in our work through variety of channels, including grants, volunteerism, and other strategic collaboration efforts. This position is focused on significantly growing and sustaining our grants portfolio, representing both corporate and foundation partnerships, as one of the key elements of allowing the organization to fund growth and scale of operations necessary to meet the enormous and still largely unmet needs in MA.

Duties

- Collaborate closely with Hope & Comfort's fundraising staff and leadership to enrich grants strategy, further develop our annual grant pipeline, and create compelling grant proposals.
- Conduct prospect research and engage in relationship cultivation with grant funders and other philanthropic stakeholders.

- Write, edit, and submit grant proposals, reports, and other deliverables — including grants budgets.
- Share knowledge of the institutional funding landscape and emerging trends in grant funding.
- Advise and prepare colleagues and/or Board Members for upcoming correspondence, meetings, and/or events with grant-related stakeholders as needed.
- Participate in periodic Hope & Comfort team meetings (may include select staff meetings, Board meetings, etc).

Qualifications and Skills

- Passion for our mission to end hygiene insecurity; deep understanding of the nonprofit sector and basic needs landscape.
- Highest integrity and excellence in working both independently and in team environments.
- Strong and strategic verbal and written communication skills, both formal (i.e., proposals) and informal (i.e., email correspondence). *Note:* Writing samples will be requested at a later stage in the application process.
- Ability to think creatively and out of the box to help develop and steward transformational corporate/foundation funding opportunities.
- Exceptional organizational skills in managing deadlines, concurrent projects and tasks, etc.
- Outstanding analytical skills in synthesizing complex information, commanding program data and budgets, etc.
- Previous Work Experience: Mission-driven and/or nonprofit fundraising experience is required. Knowledge of the local philanthropic community and landscape is a major plus.

Important Note

This is a job description that is intentionally written to allow for flexibility. If you are interested in applying, we encourage you to think broadly about what your background and skill set may offer our nimble and innovative organization, and communicate these areas in your application materials. For example:

- ****Priority:*** *Applicants with seasoned experience in philanthropy, especially in the Greater Boston/Massachusetts region and/or nationally:* We are actively looking to expand our philanthropic relationships to position the organization for larger grants, multiyear funding, higher-profile funding and partnerships, and strategic other collaborations. If you are an applicant who brings experience in this realm, we are especially eager to lean into your expertise and grow under your skilled leadership.
- *Applicants with data and research skills:* Data about Hope & Comfort's community distributions is meticulously kept in house, but requires greater codification to leverage in more strategic ways for grants purposes. If you have a background in data and research — with a focus on nonprofit organizations, social impact research, and/or data-driven monitoring, evaluation, and quality improvements — we are very open to candidates at all levels who have the ability and desire to work with existing staff to systemize organizational data, particularly data that is pertinent to enhancing funding opportunities.

How to Apply

Interested candidates should send a cover letter and resume to Jesse Mattleman at careers@hopeandcomfort.org. Please make the subject of your email “Your First Name and Last Name – Grants Specialist.” No phone calls please.

Research tells us that women, people of color, and other traditionally underrepresented identities are less likely to apply for jobs unless they meet 100% of the job requirements. Hope & Comfort puts out job descriptions in hopes of getting to know you and the unique skills you will bring to our mission, impact, and culture -- there is no single, perfect applicant. If you are interested in joining our organization, we encourage you to apply as we consider each application and applicant seriously.

Hope & Comfort is an equal opportunity employer and organization. We are committed to a culture of diversity and inclusion, where all of our stakeholders' identities are valued and respected. Hope & Comfort does not discriminate on the basis of race, gender, age, sex, handicap, religion, national origin, marital status, pregnancy, gender identity or expression, veteran status, or any other basis protected by applicable federal, state, or local law.