

PART-TIME GRANT WRITER

Organization: Dutchess Outreach

Location: Poughkeepsie, NY (Hybrid/Remote Eligible)

Reports To: Assistant Executive Director, Mission Growth

Hours: 15–20 hours per week (flexible)

Position Summary

Dutchess Outreach seeks a skilled and mission-driven Part-Time Grant Writer to help secure funding that supports our programs addressing food insecurity, emergency relief, and social equity throughout Dutchess County. The Grant Writer will identify, research, write, and manage grant proposals and reports for foundations, corporations, government agencies, and other funding sources. This position plays a critical role in advancing the organization's mission by helping secure financial resources that sustain and expand programs serving our community.

Key Responsibilities

- Manage a portfolio of approximately 25–30 foundation, corporate, and government grant opportunities each year, ensuring timely submissions, renewals, and reporting.
- Oversee the full grant lifecycle, from prospect identification and proposal development through award management, compliance, and final reporting.
- Maintain accurate records of grant activity, funding outcomes, deadlines, and funder communications.
- Research and identify grant opportunities from private foundations, corporate giving programs, government agencies, and other funding sources.
- Develop compelling grant proposals, letters of inquiry, and funding applications that align with Dutchess Outreach's mission and strategic priorities.
- Maintain a grants calendar to track deadlines, submissions, reporting requirements, and stewardship activities.
- Collaborate with leadership and program staff to gather program data, budgets, outcomes, and stories that strengthen proposals and reports.
- Monitor grant awards and ensure compliance with funder requirements.
- Build and maintain positive relationships with funders and prospective funding partners.
- Assist with the development of grant-related materials, including organizational narratives, program descriptions, and impact summaries.
- Track funding trends and recommend new grant opportunities to diversify revenue streams.

Qualifications

- Bachelor's degree or equivalent professional experience.
- 3-5 years of successful grant writing experience in the nonprofit sector.
- Demonstrated track record of securing foundation, corporate, or government funding.
- Excellent writing, editing, and storytelling skills.
- Strong research, organizational, and project management abilities.
- Ability to manage multiple deadlines and work independently.
- Proficiency with Microsoft Office and donor/grant management systems.

- Knowledge of nonprofit budgeting and program evaluation is preferred.
- Passion for Dutchess Outreach's mission and commitment to serving the community.

Preferred Qualifications

- Experience working with human services, food security, anti-poverty, community development, or social justice organizations.
- Familiarity with regional, state, and federal funding opportunities.
- Experience with grant reporting and outcomes measurement.

Compensation

Hourly rate \$23-25 commensurate with experience. Flexible schedule/hybrid available with at least one day in the office.

Dutchess Outreach is an equal opportunity employer and encourages candidates from diverse backgrounds and experiences to apply.

If interested, please send resume and cover letter to Jeanne Traugot, Assistant Executive Director at jeanne@dutchessoutreach.org