



**Job Title:** Grant Writer

**About Us:** PBS North and The North 103.3 is a dynamic and innovative public media organization committed to fostering community engagement and lifelong learning. Our mission is to inspire and enrich lives for a more vibrant and connected community. We connect with diverse audiences through compelling content and impactful events that reflect the richness of our community.

**Position Summary:** PBS North/The North 103.3FM is seeking a creative and motivated Grant Writer to join our mission-driven public media team in Duluth, Minnesota. As a key member of the Development department reporting to the Director of Development, you will play a vital role in advancing the goals of our organization.

You are the ideal candidate for this position if you are a detail-oriented communicator who can clearly articulate complex ideas in concise and compelling narratives. The Grantwriter must be able to independently research funding opportunities, write and submit effective proposals, and meet established deadlines. An enthusiasm for public broadcasting and an awareness of the strength of public media are vital in this position.

This position is eligible for hybrid work. Onsite work will be required for a minimum of 2 days per week and is necessary for building relationships and learning about programming.

**Pay Range:**

\$24 - \$30 per hour

**Essential Duties**

- Research and identify funding opportunities from new sources and existing funders
- Maintain detailed and accurate tracking of funders and funding calendars including schedules for funding announcements and application deadlines
- Develop compelling narratives for PBS North/The North's history, programs, vision, and strategic plan
- Serve as the organization's primary grantwriter and proposal editor
- Organize proposal documents and assist in timely submission of proposals to funders
- Prepare narratives for reporting on grant awards, ensuring timely submission of impact reports to funders
- Prepare monthly and quarterly reports of activity for Leadership Team and Board of Directors

### ***Additional Responsibilities***

- Assist in creation of written content to support development projects like the annual report, website features, and donor proposals as needed
- Other related duties as assigned

### **Education and Experience Requirements**

- Minimum of associates degree or equivalent experience
- 2+ years of successful writing and research experience, preferably in grant writing

### **Desired Qualifications**

- Bachelor's degree
- 4+ years of successful writing and research experience, preferably in grant writing
- Fundraising Database or CRM experience

### **Skills & Abilities**

- Excellent written, oral, and interpersonal communication skills
- Demonstrated ability to tell compelling stories and craft persuasive narratives
- Willing to accept feedback and incorporate edits into work
- Able to adapt to changing priorities and meet ongoing deadlines
- Ability to exercise discretion with highly confidential and sensitive information
- Able to participate in a collaborate and inclusive team environment

### **Other Requirements**

- Must be able to work occasional evenings and weekends as needed to attend station and community events
- Frequent sitting, standing, walking, verbal and nonverbal communication, using computer hardware and software, and occasional travel

**TO APPLY:** Submit a resume, cover letters, and two writing samples to [applicant@wdse.org](mailto:applicant@wdse.org). Please use the subject line: "Last Name, First Name, Grant Writer" In addition, visit the <http://wdse.org> website and submit an application with resume and writing samples.

*DSAETC (dba PBS North and The North 103.3), is an equal employment opportunity employer, and does not discriminate against employees or applications on the basis of race, color, religion, gender, age, national origin, citizenship status, disability, medical condition, genetic predisposition or carrier status, military or veteran status, sexual orientation, gender identity or expression, marital status or any other characteristic protected by applicable local, state or federal law.*