



Policy and Grant Writer

About Illinois Joining Forces:

Illinois Joining Forces (IJF) is a statewide, public-private network of veteran and military serving organizations. We collaborate in person and online to help service members, veterans, and their families identify and marshal resources and services available to them throughout the state.

Collaboration among our member organizations is critical to successful execution of the IJF mission. However, if we are to truly provide value and impact to Illinois Veteran and Military families we must excel in areas where there are gaps today. In particular, IJF focuses on identifying the specific needs of our constituents (service members, veterans, and families; SMVF) through and online and personal communications process. This is critical in truly understanding the FULL need which sometimes is much more than initially thought. IJF also serves as a clearinghouse for the data collected so that multiple forms and intakes from our member organizations can be managed in one single place. Most important, we provide referral follow-up and feedback to both the veteran service organization and the veteran so that we can be confident that we fulfilled the stated and agreed upon need and also collect feedback on our performance so that we are continuously improving our services.

Project Scope:

Illinois Joining Forces Foundation is seeking a Fellow to help find and write grants to give serving military, veterans, and their families the services they regularly need. As a non-profit, grants are essential in the sustainability of our organization and help IJF continuing to improve the lives of those that have already given so much.

Responsibilities:

The Summer Fellow will be working closely with our Director of Policy and Grant Specialist in writing grants and following up on each grant's required components and reporting guidelines. The Fellow will also be responsible for finding new grants that our organization can apply for. As a veteran non-profit, there are many exciting opportunities for us to be involved in, but we need a passionate person who will seek out these grants. Specifically, the Fellow will be focusing on the following key tasks over the summer:

Task 1 (20%): Develop a grant schedule and calendar. This will entail collecting all current grant due dates and all upcoming grants application deadlines in one easy-to-use and reference resource.

Task 2 (40%): Identify new grants that Illinois Joining Forces Foundation can apply for.

Task 3 (40%): Write and edit grants with our Director of Policy and Grant Specialist.

Qualifications:

- Strong writing and editing skills
- Willing to learn key policies and procedures relevant to grant writing
- Willingness to work with other team members to ensure we are adhering to the requirements of each awarded grant
- Ability to present proposals to Director-level employees
- Willingness to work in a fast-paced environment while multi-tasking
- Strong work ethic and affinity for teamwork