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Want to help a Notre Dame organization reduce poverty in America?

The Wilson Sheehan Lab for Economic Opportunities (LEO) at Notre Dame is looking for a grants writer/administrator who is social impact-minded and has superior technical grant writing skills. Your mission will be to support the research team in vetting, writing, securing and reporting on government and foundation grants.

LEO is dedicated to reducing poverty and improving lives in the United States through evidence-based programs and policies. Founded as a research center in the Department of Economics at the University of Notre Dame just five years ago, LEO has quickly risen to national prominence as a leader in evidence-based interventions against poverty. Since 2012, LEO has secured more than \$4.5 Million in grant funding, submitting 27 proposals in Fiscal Year 2018 alone. We anticipate our grant production doubling in the next two years.

Key responsibilities:

Grantwriting:

- Work with faculty and staff to draft, organize and complete grants in an efficient, timely manner.
- Gather documentation, write narratives and support our finance director with proposal budgeting.

Grants management:

- Maintain a grants calendar with appropriate deadlines and due dates for all active and future grants.
- Support compliance with post-award budget and narrative reports to funders.
- Generate reports for LEO management on prospects, proposals and awards.

Research and Relationship support:

- Research possible funding opportunities via online databases (e.g. grants.gov).
- Match opportunities with LEO projects and develop a funding plan for each LEO project.
- Assist in maintaining relationship database, coordinating campus visits for prospective funders.

Required qualifications

- Bachelor's degree
- Liberal Arts degree with significant writing requirements preferred
- 3-4 years of relevant work experience
- Professional writing experience
- Grant writing success – government and foundations

Desired skills

- Proven resourcefulness and independence
- Detail-oriented and highly organized
- Ability to work on and with a dynamic team
- Demonstrated passion for service and social impact

About LEO

LEO was created to apply data-driven rigor and independence to determining the winning approaches to reducing poverty, and to help scale those which work best. LEO partners with leading researchers and providers of services to the

poor to design, evaluate, and communicate best practices nationwide. LEO's team has tripled in size in the past 18 months and is primed to grow to satisfy the need for all parties in the fight against poverty to know their impact. We'd love to have you join the team!

To apply for the position, please submit resume, writing sample, evidence of grant success and cover letter [here](#). If you have questions, please contact Katie Kuka at kkuka@nd.edu