Building on a History of Success: Goddard House Seeks Grants Consultant for Next Chapter

Summary:

Goddard House, a nonprofit assisted living community in Brookline, MA is seeking a part-time grants consultant to support our grants activity. The role of the consultant will include writing letters of inquiry (LOI), proposals, a capital campaign case for support, tracking and reporting on grants, and administering grant financial reporting and correspondence for the Community Partnerships Office.

Goddard House programs are funded through a combination of grants, partnerships, and operational support. Grants also support staff training and will be an integral part of an upcoming capital campaign. Our current grants are in the range of $5,000 - $20,000 totaling up to approximately $75,000 annually. Potential exists for larger grants in 2023 and beyond.

History and Background:

Founded in 1849, Goddard House is the oldest elder care organization in Massachusetts and has two primary strategic directions:

(1) **Goddard House** is an assisted living community, home to 119 residents ranging in age from 75 to 100+ years old living in 75 traditional apartments and 40 specialized and secure memory support apartments. Goddard House has a long history of providing enriching experiences which support purpose, engagement, autonomy, and choice for our assisted living residents and the community at large. Our innovative, grant-funded programs for older adults and persons living with dementia include art therapy, music therapy, dance movement therapy, farming, fitness, and mindfulness meditation.

(2) **Goddard House Community Initiatives** was created to share Goddard House's creative energy, and to bring the joy and fellowship of the arts to underserved and potentially isolated older adults living in the Boston area.

Overview of the Work:

We are seeking a part-time grants consultant to:

- Learn and understand the organization’s history, direction, programs, and strategic plan
- Communicate with foundations, Goddard House management, and program staff
- Research and maintain a database of funding opportunities for cultivation
- Identify new funding opportunities and create profiles of prospective sources
- Be responsible for all aspects of LOIs, grant proposals, and case for support writing, including information gathering, proposal writing, seeking feedback and reviews, preparing and submitting LOIs/proposals and supporting documents, and meeting submission deadlines
• Manage existing grants and follow protocols for foundation guidelines; proposal-writing standards including readability, consistency, and tone; maintaining support databases

• Administer grant tracking, reporting and correspondence for Community Partnerships Office

The consultant should spend some time on-site to get to know staff, program consultants and programs but is expected to work remotely. Hours can be flexible as long as work is completed on time and accurately.

The expected time commitment is approximately 10-15 hours monthly.

**Qualifications/Skills:**

• Excellent written and oral communication skills

• Organized with attention to detail

• Strong proficiency in MS Office suite and Google Drive

• Excellent time management skills; ability to complete work with minimal supervision, with the judgment to know when to ask for help

• Experience in aging services is preferred but not required

**Education and Experience:**

• Bachelor’s degree or higher

• Proven track record of successful grants

• Minimum of 3 years experience in grant writing and prospect research

**To Apply:**

Interested consultants should send a short letter/email outlining your interest in the work. In your correspondence, please include your relevant experience, skills, availability, and proposed billing rate and structure to Christine Nagle, Director of Community Partnerships, Goddard House at cnagle@goddardhouse.org