

## Junior Grant Writer

**Start Date:** As soon as possible

**Education Requirement:** Undergraduate degree in international relations, international business, politics, international law, gender studies, or other related field. Strong background on gender and/or women's rights would be an asset. Current or recent certification in Fundraising, Philanthropy or Nonprofit Management or relevant experience will be an asset.

**Employment Type:** On-call volunteer; 6-month term with possibility of extension

**Deadline:** October 15, 2021

**Location:** Remote

### Position

The Global Network of Women Peacebuilders (GNWP) seeks an on-call volunteer Junior Grant Writer for a 6-month period. The Junior Grant Writer will contribute to GNWP's fundraising work by taking a substantive grant in conceptualizing, designing and writing grant proposals for projects focusing on women's rights, gender equality, conflict prevention, peacebuilding and sustaining peace. Additionally, the Junior Grant Writer will have an opportunity to participate in GNWP's broader advocacy, media, and communications work in those areas. The volunteer will work principally remotely, under the supervision of the Director of Programs.

### The Organization

GNWP is a coalition of women's groups and other civil society organizations from Africa, Asia and the Pacific, Latin America, Eastern and Western Europe, Middle East and the Arab world—mostly in conflict-affected countries—that are actively involved in advocacy and action for the full and effective implementation of the UN Security Council Resolutions (UNSCR) on women and peace and security.

GNWP aims to amplify women's voices for a more sustainable and inclusive peace. To achieve this aim, GNWP engages in four strategies: "Full cycle" implementation of the Women, Peace and Security (WPS) agenda; Bringing the voices of local women and civil society to global policy forums; Empowering young women to become leaders in peacebuilding and sustaining peace; and Promoting localized and feminist humanitarian action.

### Description

The Junior Grant Writer will be required to:

- Support in drafting proposals, providing input to concepts, gathering and formatting information, and writing content related to the organization's advocacy for women's rights, youth rights, gender equality, and peace and security, intended to be submitted to various donors;
- Determine proposal concepts by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and attending strategy meetings;
- Co-develop proposals by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation;
- Review and ensure strict alignment of all materials with GNWP's 2021 Style Guide and other internal policies and practices;
- Work in a supportive, inclusive atmosphere; and
- Coordinate and liaise with the GNWP Director of Programs for all tasks, as needed.

### Qualifications

- Degree in international relations, international business, politics, international law, gender studies, or other related fields required;
- Certification or other studies in Fundraising, Philanthropy, Nonprofit Management, Public Relations, Business (ongoing or recent) or equivalent relevant experience strongly preferred;

- Particular interest in the implementation of global policies and international laws at the national and local levels, and amplifying the voices of grassroots women at the global level;
- Stellar English writing and oral skills;
- A self-starter with the ability to keep deadlines and commitments;
- Ability to work independently and as part of a team;
- Proficiency in French, Spanish and/or Arabic language an asset; and
- A creative outlook, enthusiasm and a fresh perspective.

To apply please send cover letter, CV and three writing samples to [internships.gnwp@gmail.com](mailto:internships.gnwp@gmail.com) with the email subject line: 2021 Junior Grant Writer Application – YOUR NAME

Only shortlisted candidates will be contacted.