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The Wisconsin Women’s Business Initiative Corporation (WWBIC), is a leading, statewide innovative economic development corporation “Putting Dreams to Work” and is one of Wisconsin’s first Community Development Financial Institutions (CDFI). WWBIC’s primary focus is on women, people of color, lower-income individuals, and veterans and military connected families, providing direct lending and access to fair and responsible capital, quality business training, one-on-one technical business assistance and education to increase financial capability. Since 1987, WWBIC has lent over $85 million in micro and small business loans with a current loan portfolio of $23.5 million and over 600 active borrowers. To learn more about WWBIC visit: [www.wwbic.com](http://www.wwbic.com/).

We are currently recruiting for an individual to support our mission in the following capacity.

**Grant Manager – Milwaukee, WI**

The Grants Manager is a full-time position responsible for development and lead role of writing new and renewed funding sources to help WWBIC grow and sustain its operations. Coordinating and managing deadlines while writing, applications, grants, proposals, correspondence and other materials on behalf of WWBIC. Developing proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation. Determining proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs). Leading applicable staff through grant application and implementation process to ensure strong achievable programs and deliverables.

Minimum 5-7 years professional experience in a related industry. Bachelor’s degree required in English, Journalism, Media, or related field required. Minimum of 3-year experience in grant writing, prospect research or a minimum of 2 years comparable and transferable skills acquired in a professional setting. Successful grant writing experience with CDFI, federal, state, private, public, and SAM a plus. Proficient in measuring and reaching income goals.

To apply, please email a letter of application, resume & salary requirements to jobs@wwbic.com

*Equal Opportunity Employer*