Somali Bantu Community Association

Grant Writer Position

Organization Description

The Somali Bantu Community Association (SBCA) provides vital transitional services, youth engagement, land access, and resources for food production that empower members of the refugee and immigrant community to uphold cultural identity and economic well-being to thrive in their new life here in Maine. SBCA's programmatic priorities include Client Navigation Services, Liberation Farms, Kashekee Youth Development, and Land Access. The SBCA is a Somali Bantu-led organization that navigates challenges related to translation and interpretation, food insecurity, housing, employment, childcare, transportation, healthcare, and more, for the vibrant community of immigrants and refugees living in the Greater Lewiston Area of Maine. As a community created and led organization, the SBCA is uniquely positioned to positively impact the lives of those we serve utilizing culturally responsive strategies.

Job Description

The Grant Writer is responsible for all activities related to successfully securing grant funding for the organization. Responsibilities include researching and seeking grant opportunities, collaborating with SBCA staff to design projects and create budgets, submit grant applications, complete reports, correspond with grantors and grant partners, and work with the Executive Director, and Finance & Systems Director to set long-term, sustainable organizational goals.

Supervisor: Executive Director
Partners with: Finance & Systems Director and program leadership staff

Schedule

Up to 20 hours per week with the option to work fully remote with some in-person attendance to meetings and events.

Essential Duties & Responsibilities

Grant Research & Reporting

- Manage schedule of due dates, funds granted, reporting schedule
- Communicate with donors and attend grant information sessions and trainings
- Ensure follow up narrative reports are submitted on time working with support of relevant staff, and the Finance & Systems Director to complete the financial report

Grant Writing

- Work closely with SBCA Executive Director and staff to develop compelling, accurate, and representative grant proposals, letters of intent, and other pertinent documents in an efficient and timely manner
- Submit grant applications on time, with prior approval from the Executive Director, Finance & Systems Director, and relevant staff

- Coordinate with SBCA staff when additional grant writing efforts are needed to produce cohesive grant proposals and submit on time
- Attend weekly staff meetings and strategic planning meetings to understand the current work, needs, and future goals of the organization as a whole
- Balance fundraising efforts between programs with a focus on staff retention and equitable pay
- Attend relevant trainings and workshops to further develop grant writing skills

Database Management & Strategic Planning

- Participate in strategic planning and fundraising meetings with the Executive Director, Finance & Systems Director
- Work with Finance & Systems Director on grant management and relationship building
- Work with Finance & Systems Director on grant allocation to ensure grant intentions are being met
- Tracking funders, donors, grant progress and reporting in Salesforce and associated records

Qualifications

- Minimum 5 years of experience working within nonprofit or grassroots organizations, with education or demonstrated experience in writing grants and fundraising
- Experience providing services and support to marginalized communities
- Willingness to learn about the organization's stakeholders, programs, and vision
- Patience and openness working people from varying backgrounds and experiences
- Detail oriented and creative problem solver who works well in a team setting
- Strong oral and intercultural communication skills
- Reliable transportation, cell phone, and valid driver's license. Consultants are expected to use their own vehicle and personal cell phone for work
- Experience or familiarity working with immigrant and refugee communities is a plus

Compensation

This is a part-time, hourly staff role expected to work up to 20 hours/week starting at $30/hr.

Part-time regular employees (working 20 hours per week) are eligible for up to 80 hours (20 days) of PTO per calendar year which include personal and sick days. Eligible holidays per year will be 14 flexible paid holidays per calendar year based on 4 hours per holiday. Part-time employees also qualify to receive a quarterly health and technology stipend.

How to Apply

To apply, email a resume and cover letter detailing your interest in the program and experience working cross-culturally to SBCA's People, Culture & Communications Director, Lana Cannon Dracup, at lana@somalibantumaine.org. The deadline for this position is October 1, 2026.

The Somali Bantu Community Association is an equal opportunity employer. We value diversity and are committed to equity and inclusion in our workplace. We encourage applications from all qualified individuals and consider applications for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity or expression, military status, age, disability, genetic information, citizenship status, or any other characteristic protected by federal, state, or local laws. If you need assistance or accommodation in the application process, please contact us at lana@somalibantumaine.org.