



The AIDS Treatment Activists Coalition (ATAC), a nonprofit association of HIV treatment activists, is seeking a grant writer on a temporary, contract basis. The grant writer will assist ATAC in identifying potential funders and in writing grant proposals to fund a new training curriculum and its deployment. The new curriculum is to be part of an enhanced ATAC educational program originally offered through its Drug Development Committee’s regional meetings. The new curriculum content will be designed to “train the trainers” on HIV treatment and access to treatment issues.

The ideal grant writer will have:

1. Substantial experience in nonprofit grant opportunity identification and grant writing, a list of at least three (3) references for whom the grant writer has worked in the recent past, and a list of at least 5 grants successfully obtained, along with a summary of the grant proposal, the name of the funding organization, and the dollar amount secured;
2. Direct experience in working with HIV advocacy or policy organizations – this experience may be direct employment, volunteer involvement, or board of director participation;
3. Sensitivity to and respect for the experiences and needs of people living with HIV.

Scope of work.

The grant writer will be working with the task force of the project planning body – Boot Camp/BC4Basic. The members of the task force are a board member liaison, a member of the planning body and ATAC’s executive director.

ATAC for a number of years has conducted community trainings across the country wherever its Drug Development Committee held meetings. This new training effort intends to expand and formalize these training opportunities. The new training curriculum will be based on a recently conducted national needs assessment study carried out to determine the information gaps experienced by front line service providers working in community based HIV service organizations. The grant writer will have access to the needs assessment study as well as to material previously assembled during the project’s initial planning phase. The grant writer will research and identify potential funders to underwrite

the creation of new curricular offerings. The grant writer will have use of ATAC's GrantStation Funders Database subscription. Based on the results of that research and identification, the grant writer will create and submit at least twelve grant applications.

Timeline.

The grant writer will begin work upon signing of the engagement letter. It is expected that the grant writer will have grants prepared for submission at the latest by January 1, 2010.

Remuneration.

Payment for services will be on an hourly basis at a rate to be negotiated based on grant writer's experience.

Qualifications.

- a bachelor's degree;
- HIV work/policy experience equivalent to a degree as determined by the task force may be substituted for formal academic qualifications;
- five years' experience in successful grant writing (measured by dollars won);
- knowledge of corporate and foundation funders underwriting HIV educational and advocacy work.

Letters of interest and résumés will be accepted until a suitable grant writer is engaged.

Please send a letter of interest, résumé, and dossier of supporting materials (previous work products, grant history, references, etc.) to:

Grant Writer Search
ATAC
440 Park Avenue South
2nd Floor
New York, NY 10016
Alternatively, material may be submitted by
Email: ETR@atac-usa.org or
Fax: 617.507.8251