



INTERCOLLEGIATE STUDIES INSTITUTE, INC.

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JOB DESCRIPTION

Title: Grant Writer

Description

The Intercollegiate Studies Institute seeks to hire a Grant Writer to join its Development Department. Duties include creating marketing materials for donors and managing ISI's ongoing correspondence with its supporters through letters, grant proposals, reports on ISI's programming, and similar materials.

The ideal candidate would have:

- A proven track-record of effectiveness as a writer, with at least one to two years of writing experience in a deadline-intensive environment
- Competency at page design and graphic artistry (familiarity with MS Publisher, Adobe InDesign, or similar program strongly preferred)
- Excellent organizational skills and ability to juggle multiple tasks at once
- Strong interpersonal skills and ability to secure information and buy-in from multiple functional units across the organization
- Demonstrated commitment to ISI's core values of limited government, individual liberty, personal responsibility, the rule of law, and a market economy
- Willingness to relocate to ISI's headquarters in Wilmington, DE (sorry, we cannot accommodate telecommuters in this role)

How to Apply

Interested applicants should contact Scott Rubush directly via e-mail (srubush@isi.org). No phone calls, please. Applicants should provide a resume, two writing samples, and contact information for at least two references.

Organization History

ISI was founded in 1953 to further in successive generations of American college youth an appreciation of the economic, political, and spiritual values that sustain a free society. ISI works to achieve this mission from its headquarters in Wilmington, Delaware, by annually conducting hundreds of educational programs on campus, distributing millions of copies of its major publications and affiliated student newspapers, and offering graduate fellowships to individuals who aspire to a life of college teaching. These programs and publications are brought to bear each year by more than 50,000 student and faculty volunteers and members on virtually every college campus in the country. For more information, please visit www.isi.org.