

40 years
1978 - 2018



Sheila W. Petersen, Founder

Writer/Researcher

Friends of Karen, a non-profit organization based in North Salem NY that supports critically ill children and their families with personal advocacy, sibling support, financial support, and palliative/bereavement support, has a full time *Grants Manager* opportunity available for a candidate with excellent writing and research skills. The potential candidate will take a leadership role in researching grant opportunities, writing persuasive grant proposals and following up with donors and organizations to ensure that Friends of Karen receives the funding necessary to help our families cope with their child's illness. The successful candidate will acquire detailed knowledge of Friends of Karen's mission and convey a strong passion throughout their written proposals, grant reports, presentations and other development pieces.

Critical skills needed include writing, researching, and presentation skills, both by telephone and in person, as well as strong Word knowledge and familiarity with budgets and financial information. The successful candidate will be organized and take full responsibility for updating the status of grants received and grants in process and be prepared to present this information to the Executive Director on a weekly basis.

Friends of Karen offers generous benefits including health, dental, life insurance and a non-matched 403(b) plan as well as paid time off.

If interested, please email your resume and cover letter to carolynmiceli@friendsofkaren.org.



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