

T'keyah Grant

(1) 347-502-8337 | tkeyahgrant@gmail.com | LinkedIn | Portfolio

OBJECTIVE

Versatile writer seeking to craft impactful, strategic content that elevates brand voice, drives engagement, and supports organizational goals.

EDUCATION

New York University | Class of 2025

Master of Science, Professional Writing
School of Professional Studies
New York, New York

Marymount Manhattan College | Class of 2021

Bachelor of Arts, International Studies, and
Politics & Human Rights with Minors in Law &
Ethics and Social Work
School of Humanities and Social Sciences
New York, New York

Holy Name Convent Secondary School | June 2016

High School Diploma
Port of Spain, Trinidad and Tobago

AWARDS

Malkemes Scholarship | 2023

Certificate in Minor for Academic Excellence in
Social Work Minor | 2021

Senior Marshal | 2021

Omicron Delta Kappa Honor Society | 2021 -
present

Pi Gamma Mu Honor Society | 2019 - present
Dean's List | 2018 - 2021

INVOLVEMENT

Sunrise Movement | 2019 - 2021, Canvassing Coordinator

Movement for Black Lives | 2020

Marymount Muscle | 2017 - 2021, Peer Leader
Sr. Helen Gomes Social and Welfare Fund | 2015

Just Because Foundation | 2015

Making A Difference Everywhere (MADE) | 2015

EXPERIENCE

Weeksville Heritage Center | 2026 - Present **Brooklyn, New York | Development Associate**

- Manages Weeksville's institutional giving portfolio; playing a key role in obtaining foundation, corporate and government funding.
- Provides essential administrative, operational, and logistical support to the Development Team at WHC.
- Supports donor communications, individual giving, fundraising campaigns, Board engagement, grant, and event coordination.

The Osborne Association | 2021 - 2023 **New York City, New York | Grant Writer**

- Helped, developed, and implemented the Osborne Association's foundation, corporate, and government funding strategy to support its mission.
- Played a key role in helping Osborne obtain institutional grant funding for over ten different program areas.
- Managed grant processes and stewardships for twenty-two different grant making institutions.
- Managed a portfolio of \$2,358,930.
- Raised total of \$288,000 in new and renewal funding for Osbourne.

Orr Group | June - Aug 2021

New York, New York | Development Intern

- Collaborated with team members on a variety of projects related to development, fundraising, administrative support, research, relationship mapping, building prospect profiles, wealth screening, and event coordination.
- Assisted marketing team with managing social media accounts, posting / editing content for website, proofreading proposals, maintaining the client tracker spreadsheet, and editing the templates for proposals, PowerPoints, and other internal and external documents.

Scalabrini Intl. Migration Network | July - Dec 2020 **New York, New York | Development Intern**

- Collaborated with key organizations and persons from each migrant and partner shelter as well as study center, to compile a directory of Scalabrini shelters and care centers within Latin America.
- Prepared and proofread grant reports and proposals for international projects. Researched grant opportunities for future projects with organizations such as the UN.
- Translated documents from Spanish to English.
- Attended and reported on events held by the UN General Assembly and the Civil Society Action Committee.

REFERENCES

Keenan Pace | keenan.pace@gmail.com
Former Supervisor at the Osborne Association