



This job description reflects the management's assignment of essential function; it does not prescribe or restrict the tasks that may be assigned.

GRANT WRITER

REPORTS TO: Director of Partner Relations

SUMMARY

The Grant Writer is primarily responsible for the creation, preparation and submittal of grant proposals, applications and reports. S/he will research, identify and respond to grant opportunities as well as manage from start to finish all grant proposals to foundation, corporate and donor sources.

ESSENTIAL FUNCTIONS

- Study and understand the history, structure, objectives, programs, and financial needs of the organization.
- Performs prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Follows-up with all grant reporting as required by foundation/corporate donors.
- Works with the finance and programs departments to gather information necessary to report to corporate/foundation funders on current grant programs.
- Provides grant information to business office to ensure that monies are appropriately accounted for.
- Maintain donor and foundation records and ensure the accuracy of the donor database.
- Constructs and generates compelling proposals for the narrative, outcomes and budget of programs. Submits proposals in a timely fashion to new and existing corporate, foundation, and when applicable, government sources.
- Responsible for timely follow up and response to donor queries.
- Prepares and submits quarterly impact reports on the progress of various programs to existing funders.
- Communication by phone to funders before, during and after submission of proposal to ensure relationship building and establishment.
- Responsible for strategic planning methods to reach income goals.
- Maintain records and create monthly and annual fundraising reports related to grant opportunities.
- Other duties as assigned, including assisting with other fundraising projects as requested.

EDUCATION AND EXPERIENCE

- Bachelor's degree required, preferably in Business and/or Public Administration, Writing or a related field
- Strong work tenure: two to five years demonstrated record of accomplishment in grant writing and full scope grant management.
- Experience working with high-level decision makers, trustees, and other stakeholders.
- Previous experience with non-profit fundraising and fundraising information sources preferred.
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, and Social Media web platforms.

SKILLS & QUALIFICATIONS

- An active, growing personal relationship with Jesus Christ as Savior and Lord.
- Compassion for and commitment to providing abortion alternatives to women facing unplanned pregnancies and their unborn babies.
- Excellent analytical organizational, and negotiation skills
- Strong verbal and written communication and editing skills.
- Ability to be detail oriented and manage multiple projects at the same time
- Previous experience with non-profit fundraising and fundraising information sources preferred.
- Model professional conduct through appearance, communication, mutual respect, leadership, ethical decision-making, critical thinking, and problem-solving skills.
- Able to independently seek out resources and solve complex problems.
- Able to record activities, document assessments & interventions; prepare reports and presentations. All communication in written, oral and electronic modes expected to be culturally relevant, timely and legally and ethically responsible.
- Contribute to promoting a culturally responsive work environment that promotes cooperation, respect and trust.
- A “team-mindset” to contribute to and participate in building consensus, resolving conflict and working together to fulfill the organizational vision, goals and plan.
- Must have valid driver’s license and current insurance for light to moderate local travel.
- Must be willing to complete a background check.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and stoop,

kneel, crouch or crawl. The employee must occasionally lift and move weight exceeding 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

PART TIME / NON-EXEMPT

POSITION: Grant Writer

DEPARTMENT: Partner Relations Department

REPORTS TO: Director of Partner Relations

STATUS: Part Time/ Non-Exempt

COMPENSATION: Compensation commensurate with experience.

SCHEDULE: Tuesday through Thursday

HOURS: 8:30AM to 5:00PM
