

**JOB TITLE**: Grant Writer

**REPORTS TO**: Development Manager

**HOURS:**  20-25 hours per week

**OVERALL PURPOSE:**

* Support the development office by securing funding to assist with meeting annual revenue goals through grants. Research and apply for **grants** and submit grant reports

**Responsibilities:**

* Research new grant opportunities ongoing
* Apply for grants
* Regularly update grant tracking spreadsheet (excel)
* Complete grant reports
* Compile data from program managers for grant applications and reports

**Experience/Skills Required:**

* 3+ years of experience in grant writing
* Excellent writing skills (writing samples will be required if selected for an interview)
* Excellent interpersonal and communication skills (in person, on the telephone)
* Experienced in organizing/managing workload and meeting deadlines
* Skilled in Microsoft Office (Word, Excel, PowerPoint, Publisher), SharePoint, Mail Merge
* Ability to multi-task effectively and use initiative, as required
* Team oriented, with experience in working with volunteers, peers, and board members

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