

**JOB DESCRIPTION**  
**GRANT WRITER and MANAGER**

**GENERAL DUTIES:**

General duties include coordinating and overseeing the grant application and management process including: identification of potential new funding sources, development of funding resources for existing and proposed programs and/or services, writing grants, developing budgets, and processing, monitoring and coordinating required report evaluations on existing grants.

**SPECIFIC DUTIES:**

- Develop an annual calendar and work plan, listing funders to be targeted, requested amounts, expected revenue and deadlines.
- Maintain thorough and accurate paper and electronic files, including all correspondence, notes and research relevant to each funder.
- Research and identify funding opportunities from government, foundation and corporate sources;
- Produce well-written, compelling proposals tailored to the requirements and priorities of the particular funders being approached.
- Work with management & program staff to develop proposals for current and future programs; evaluate new funding opportunities as needed.
- Work with the finance staff to develop accurate program budgets, financial reports and other documentation required for grant applications and evaluation reports.
- Manage each stage of grant process with management & program staff, from the proposal development stage, to proposal submission, to notification and reporting.
- Develop and maintain a grant management database for tracking and reporting grant activities as well as for storing templates for future grant proposals.
- Assist with site visits and help ensure compliance with grant deliverables.
- Provide program support as needed within the organization.
- Perform other duties as requested.

**QUALIFICATIONS:**

Bachelor's degree required. Minimum of three-years of experience in grant writing and management. Proficient writing skills and computer skills. Has a proven track record of raising money from foundation and government sources. Program development experience is preferred. Has previous experience with non-profit fundraising.

**REPORTS TO:** Executive Director

**HOURLY WAGE:** TBD