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Southwest Human Development  
is the Easterseals affiliate for  
central and northern Arizona

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**swhd.org**

Southwest Human Development is seeking a Grants Specialist to join our Development Team.

Working in collaboration with the grants manager, the development team, program staff and others, the Grants Specialist:

- Researches grant opportunities relevant to program needs.
- Prepares grant applications and reports, using information provided by program staff, in accordance with requirements of funder.
- Maintains prospect and funder tracking systems.
- Supports the fulfillment of grant stewardship activities.
- Organizes all relevant contact information, boilerplate language, data and funder information in centralized files for future reference.
- Develops a clear understanding of the underlying principles of our work, and stays current with the latest research and developments in the field.
- Is willing to learn from highly experienced program staff to understand the differences of our programs and how we write about them.

This is a full-time staff position – no contractors, please. Competitive salary and excellent benefits package (visit <https://www.swhd.org/about-us/careers/> for a detailed list). Job location is in central Phoenix. Southwest Human Development is an Equal Opportunity Employer.

**REQUIREMENTS:**

- Bachelor's degree;
- Experience and/or education in early childhood field is preferred
- Strong writing, research, proofreading, communication and analytical skills
- Proficiency in Microsoft Office
- Experience with grants research databases and CRM databases.
- Valid Arizona Fingerprint Clearance Card OR must qualify for a valid Arizona Level One Fingerprint Clearance Card.

**SALARY RANGE: \$18.00 - \$24.00 per hour**

Please provide a resume, and a cover letter describing what has inspired you to apply for the position, and specifying how your education, experience, and unique talents, skills and abilities align with the qualifications specified above.

**DEADLINE: Applications accepted until position is filled.**