



FOR YOUTH & FAMILIES

The Centers Foundation
Grantwriter/Assistant to the CEO

The Centers is the longest-continuously operating nonprofit organization in Arkansas. Every year, we provide critical mental health services to more than 5,000 people in our state. Our services include psychiatric residential care for school-aged youth, day treatment for adults with serious mental illnesses, the state's only intensive residential program to help survivors of human trafficking, the state's largest therapeutic foster care program and serving as the Community Mental Health Center for adults in 11 counties of central, north and northwest Arkansas.

The Centers' Foundation engages community members, including individuals, corporations, foundations and churches, in the work of changing lives of children, youth and adults in need of mental health care.

The Grantwriter/Executive Assistant to the CEO will lead all aspects of the grantwriting process for private and government proposals. In addition, they will serve as the board liaison to The Centers Agency Board of Directors and Foundation Board of Trustees, supporting board communication and board meetings.

It is an in-person position with offices located at Freeway Medical Building, 5800 W. 10th St., behind Four Points Sheraton in Little Rock.

Primary Duties and Responsibilities

- Grantwriting duties
 - Maintain a centralized grant pipeline of 50-75 funders, opportunity calendar, and proposal workplan aligned with organizational strategy, program priorities, and capacity.
 - Research and assess prospective foundation, corporate, local, state, and federal funding opportunities for strategic fit, eligibility, competitiveness, sustainability, and compliance risk.
 - Communicate regularly with Champions and their parents for each education session and activity
 - Lead proposal development in partnership with program, finance, clinical, development, and executive staff.
 - Develop grant budgets and budget narratives with Finance and program leadership, ensuring alignment with the project design, allowable-cost requirements, indirect-cost policies, and funder instructions.
 - Compile, edit and submit grant applications by identified deadlines for federal, state, local, corporate and private funding opportunities
 - Conduct research to identify potential grant funding sources using resources such as Candid, GrantStation and Grant Professionals Association

- Coordinate collection and quality review of attachments, certifications, assurances, organizational data, letters of support, and other required documentation.
 - Maintain accurate reusable content, organizational profiles, outcome data, standard attachments, and proposal records to strengthen consistency and efficiency.
 - When necessary, compile requests for budget adjustments or scope of work adjustments from granting agency.
 - Prepare periodic reports on the fiscal and program status of funded proposals in collaboration with accounting and program staff.
 - Interpret federal guidelines and state regulations pertaining to grant compliance.
 - Build external relationships with grant funders through networking opportunities, scheduled meetings, tours, update reports and other opportunities.
 - Use AI-assisted tools, when appropriate, to support grant prospecting, proposal development, state government contracting research, executive communications, meeting preparation, reporting, and process improvement. Reviews, verifies, and edits all AI-generated content before internal or external use.
 - Support the Foundation with activities that include special events and affinity group functions.
- **Executive Assistant to the President/CEO duties**
 - Serve as liaison to the Agency Board of Directors and Foundation Board of Trustees, including regular e-mail and phone communication and meeting notices with members.
 - Reserve meeting room, order lunch, operate videoconference and complete meeting minutes for agency and Foundation board meetings.
 - Other duties as assigned by the President and CEO.
- **Candidate Profile**
 - Bachelor's Degree in communications, English, nonprofit management, public administration, business or related field. Must have excellent writing skills, experience in prospect research, and be proficient in Microsoft Word and Excel.
 - Demonstrated ability to produce clear, persuasive and technically accurate proposals, reports, correspondence, meeting materials and executive-level communications. Exceptional writing, editing, proofreading, research, synthesis and presentation skills. Proficiency with Microsoft 365, spreadsheets, shared document platforms, grant and procurement portals, project-management tools, secure records-management systems, and Blackbaud Raiser's Edge NXT. Working knowledge should include constituent and funder records, actions, queries, exports, lists, reports, and data-quality practices
 - Ability to work independently, prioritize competing deadlines, anticipate needs and maintain a high standard of accuracy. The work environment with our team is collaborative and occasional overlapping responsibilities occur. Office hours are normally expected from 8:30 a.m. – 5 p.m. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Salary range: Varies based on experience, with a range from \$60,000 to \$70,000

Apply by sending your cover letter, resume and three references to Melissa Hendricks, Foundation Director, MHendricks@TheCentersAR.com. Have questions? Call Melissa at 501-666-9436. Career opportunities at The Centers are also advertised on Indeed.com and LinkedIn.