# JOB DESCRIPTION

**GRANT WRITER**

**Job Title**

**CONSULTANT**

**Status**

**ALL SERVICES**

**Program**

**THE CAMPBELL CENTER (TCC)**

**Effective Date**

**Development Manager**

**Title of Immediate Supervisor**

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## POSITION SUMMARY

The Grant Writer must be self-motivated, detail-oriented, highly organized and able to use online databases and other sources to locate biographical, financial and philanthropic information. Primarily responsible for developing and writing grant proposals to grant making organizations and foundations. Must have an understanding of institutional history and programs and persuasively communicates The Campbell Center’s mission, programs and goals to potential funders.

Demonstrates a proven track record in securing new funding opportunities; the ability to distinguish and identify funding opportunities for all services at The Campbell Center in the areas of: Social Services, Residential Housing, Assistive Technology, Developmental Disabilities, Employment/Jobs, Employee Development, Capital Campaigns and more. Work is performed under the direction of the Development Manager with the majority of work performed independently.

## JOB DUTIES AND RESPONSIBILITIES

(Job Duties represent Job Essentials)

1. Identify, define and develop funding sources to support or enhance existing and planned Client programs and services through timely submission of well-researched, well-written and well-documented grant/fundraising proposals. Identifies funding opportunities and new programs to match Client’s priorities.

2. Engages with program officers at organizations to solicit invitations to submit proposals
3. Responsible for the full range of activities required to prepare, submit and manage grant proposals to foundations and corporate sources (may include online grant submissions).

4. Provides timely advice and information on funding opportunities, requirements and procedures.

5. Helps establish and manages grant calendar, including timing of LOIs, proposals and reports.

6. Works with ED and program managers to compile financials and data.

7. Reach out to program personnel to understand the programs, the target populations served, program goals and objectives and contractual requirements.

8. Collect, analyze and report data on the performance of program activities that are funded by public or private sources in a timely manner.

9. Acts as a liaison with program staff (as needed).

10. Serves as a liaison to all funding agencies or organizations (as needed).

11. Ensures prompt acknowledgment of granted proposals.

12. Establishes and maintains positive relationships with funding sources.

13. Works with Development Department on an annual grants plan to increase annual grant income.