



Job Description

Position Title: Grants Specialist
Reports To: Grants Manager

Department: Development
Position Type: Exempt

Position Description

Amos House seeks a skilled, mission-driven Grants Specialist to support the organization's fundraising and program development efforts through the preparation of compelling, competitive grant proposals. Amos House manages a diverse portfolio of foundation, corporate, and government grants supporting a wide range of community programs. The Grants Specialist will play a key role in securing funding from foundations, corporations, and government sources that support Amos House's comprehensive programs addressing homelessness, recovery, workforce development, and health care access.

Working under the direction of the Grants Manager, the Grants Specialist will lead the development of grant proposals and assist with narrative grant reporting. The Grants Specialist will collaborate closely with program leadership, finance staff, and the Data Manager to gather information, facilitate proposal planning, develop program narratives, and ensure proposals clearly communicate program impact and organizational priorities.

This position requires strong writing skills, attention to detail, and the ability to manage multiple deadlines while maintaining high quality work. The ideal candidate will demonstrate curiosity and initiative in learning about complex programs and funding priorities and will be able to translate program models and data into clear, compelling narratives. The role also requires creativity in framing program impact, as well as the ability to collaborate effectively with colleagues across departments and with different work styles.

Key Duties and Responsibilities

Grant Research and Opportunity Identification

- Research and identify potential funding opportunities aligned with Amos House programs and priorities
- Maintain awareness of emerging funding trends and opportunities through ongoing research and professional learning
- Monitor funder announcements and requests for proposals
- Maintain a list of prospective funding opportunities for review by the Grants Manager

Proposal Coordination

- Coordinate proposal development with program staff, finance staff, and leadership, working effectively with colleagues across diverse roles, experiences, and work styles
- Gather required program information, budgets, and supporting documentation
- Maintain proposal timelines to ensure timely completion of applications
- Ensure proposals meet all funder requirements and submission instructions
- Track upcoming grant opportunities and maintain an up-to-date record of submissions

Grant Proposal Development

- Research, write, and edit grant proposals to foundations, corporations, and government agencies

- Develop compelling program narratives that clearly communicate community need, program design, expected outcomes, and program impact.
- Tailor proposals to align with funder priorities and guidelines
- Prepare supporting materials and attachments required for grant submissions
- Ensure proposals are complete, accurate, and submitted by funder deadlines

Content Development

- Develop program descriptions and impact statements that can be adapted across proposals
- Maintain a library of boilerplate content, proposal narratives, and supporting materials

File Management and Documentation

- Maintain organized grant proposal files and documentation
- Save final proposal materials and submission confirmations in the appropriate grant folders
- Ensure proposal materials follow internal naming and documentation standards

Grant Reporting Support

- Assist with drafting narrative sections of grant reports, program materials, or other items, as needed
- Collaborate with the Data Manager to incorporate program outcomes and performance metrics into proposals and reports
- Support timely completion of reporting requirements

Qualifications

- The ideal candidate will demonstrate curiosity, creativity, strong attention to detail, and a high level of initiative in managing complex projects
- Bachelor's degree in communications, public administration, nonprofit management, or a related field, or equivalent experience
- Minimum of two years of experience in grant writing, nonprofit fundraising, or proposal development
- Demonstrated ability to write clear, persuasive, and well-organized proposals
- Strong research and analytical skills
- Excellent written and verbal communication skills
- Strong organizational skills and ability to manage multiple deadlines
- Ability to work collaboratively with staff across departments and with individuals representing a variety of professional roles, perspectives, and work styles
- Proficiency in Microsoft Office; experience with grant management systems preferred

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer
- Ability to use standard office equipment, including computer, printer, telephone, and copier
- Ability to lift up to 15 pounds occasionally (e.g., files, boxes of materials, office supplies)
- Occasional standing, walking, bending, or reaching as needed to retrieve or file documents
- Ability to communicate effectively in person, over the phone, and via email
- May occasionally be required to travel locally for meetings, site visits, or events

Job Type

- Full-time
- 40 hours/week, M-F, 8-hour day shifts

- Occasional nights and weekends may be necessary

Salary: \$65,000-\$80,000 per year

Benefits

- 401(k)
- 401(k) match
- Dental insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

To Apply: Email resume, cover letter, and writing samples to Tyla Pimentel at tpimentel@amoshouse.com.

Who We are: At Amos House, community is the foundation of who we are and how we serve. From our humble beginnings in 1976 as a small soup kitchen, to today's place as a leading agency in the Rhode Island nonprofit community, we have always been here to serve those who need us.

Our Mission: Helping people help themselves out of oppression, homelessness, and poverty through vital services and results-oriented programs.

Our Guiding Principles

- All people are to be treated with dignity and respect
- People have the inherent ability to succeed
- The causes of poverty are complex and require innovative responses
- Community is the foundation of our work
- We all grow when we work together

At Amos House, we are committed to owning our part in racism and other systems of oppression that have impacted our community. We pledge to work to educate ourselves by humbly listening to our community and partnering in the fight for a more just society.

Amos House is an Equal Opportunity Employer. People with a criminal record are encouraged to apply.

All people have a place at our table. Join us!