



McAuley Ministries-Grant Writer

The Position:

This position offers a highly organized, strategic, conscientious, individual with excellent communication skills the opportunity to work with a team of talented professionals dedicated to providing compassion, hospitality and dignity to people from vulnerable populations who are working to attain their best life possible.

The candidate will be devoted to the mission of McAuley Ministries and be persistent in pursuing and winning grants that support the mission.

The part-time grant writer is responsible to lead the team to prospect for new grant opportunities and manage the application, renewal, and reporting timeline for all grants. Along with the Executive Director this position will build sustaining relationships with grantor and meet all requirements of the grant.

Applicants to this position can be either a part-time employee or a vendor. Hourly wage for vendors with an established company is up to \$75.00 per hour, and part-time employees up to \$25.00 per hour based on experience.

Tasks included in the job description:

- Identify prospective grantors that would be attracted to our mission and clarify the opportunities and needs.
- Strictly adhere to the deadlines stated in all grants.
- Along with other team members prepares proposals by determining concept, gathering, and formatting information, writing drafts, and obtaining approvals. Determines proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and attending strategy meetings.
- Manage the process to ensure that the team documents, measures, and report the results to grantor.

Knowledge, Skills, and Abilities:

- Excellent written and verbal communication skills
- Intermediate or advanced knowledge of the Microsoft Office Suite
- Competent at adapting to varied computer programs and portals used by vendors and applicants
- Preference for experience with eTapestry, Blackbaud or other donor management systems
- High level of interpersonal skills
- Attention to detail in composing, and proofing materials, establishing priorities, and meeting deadlines



Equipment Operated: Standard office equipment including computers, fax machines, copiers, printers, telephone, calculators, etc.

Work Environment: Position is in an office environment.

Interested candidates should email a cover letter and resume to Barbara Haynes, Executive Director, McAuley Ministries, bhaynes@mcauleyri.org, or by mail to: Barbara Haynes, Executive Director, 622 Elmwood Avenue, Providence, RI 02907

About McAuley Ministries:

McAuley Ministries is a 501 c-3, sponsored by the Sisters of Mercy, offering food, shelter, clothing and respect for the most vulnerable in the community. McAuley Ministries includes McAuley House, McAuley Village, and the Warde-robe.

Monday through Friday McAuley House provides a self-serve breakfast, a nutritious and nourishing lunch, and a full take-away evening meal following our afternoon enrichment program. On Mondays and Wednesday, there is a food pantry with food sourced by the RI Food Bank and other supporters. Each week, more than 100 families receive weekly perishable and non-perishable nutritious items. All our guests are served with hospitality, compassion, and dignity in an atmosphere of love and respect.

McAuley Village is a two-year family-building transitional housing program for twenty-three single mothers and their children. Since 1990, this program has used innovative and proven models to move families into self-sufficiency, and in recent years this program has had a success rate three times that of the national rate.

The Warde-robe is our thrift store ministry in Central Falls, offering quality, gently used clothing and household goods to families and individuals who have difficulty making ends meet. With a welcoming atmosphere, the store preserves the dignity of each person who walks through its doors.

McAuley Ministries is an equal opportunity employer committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, and clients. We respect equality and inclusivity for all people and will not discriminate on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran status, sexual orientation, gender identity, gender expression or other marginalized identities. We respect, value, and celebrate the unique attributes, characteristics and perspectives that make each person who they are.