**Grant Writer**

**Company:** interfaith community services
**Date Posted:** February 28, 2018

**Job Title: Grant Writer**

**Classification: Non-Exempt / Full-Time**

**Reports to: Grant Manager & Contract Administrator**

**JOB SUMMARY**

The Grant Writer will secure funding from foundations, corporations, government agencies, and other organizations to support the mission of Interfaith Community Services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following duties and responsibilities are those considered to be essential but do not represent all job functions that may be required to be performed by this position. Other comparable duties and responsibilities may be assigned as needed.

* Creates and writes letters of inquiry, grant proposals, and funder reports
	+ Assists in defining goals, objectives, and quantitative program evaluation measures for Interfaith programs to prepare high quality and competitive proposals
	+ Maintains database systems to accurately track foundation history and grant proposal status as well as grant reporting deadlines, stewardship activities, and renewal applications
	+ Researches and identifies new and renewal funding opportunities to support Interfaith’s program and services
	+ Works with the Grant Manager, Government Grant Manager, Director of Compliance and Quality Assurance, Program Staff, and Executive Team, to develop new programs, create evaluation measures, and coordinate grant applications from various departments
	+ Represents Interfaith in the community by creating and maintaining local agency partnerships, as well as private foundation and individual relationships as needed
	+ Engages with program officers at funding organizations to solicit invitations to submit proposals and serves as a liaison to funding organizations as needed
	+ Manages joint funding applications with local nonprofits and government agencies
		- Creates communication materials such as one-page program descriptions, website postings, newsletters and social media postings to effectively steward foundation funders as needed
		- Develops budgets for proposals as needed in partnership with finance and program leadership
			* Maintains impeccable file records and works with directors and managers to fulfill grant reporting requirements to foundations, agencies, and other funders
			* Creates and/or proofs stewardship letters, donation requests, thank you letters, and communication pieces to private donors
			* Provides event planning and support as needed to the Development Team, as well as with other fundraising projects as requested by the Chief Development Officer
			* Performs additional duties as assigned

**INTERACTION**

This position will interact closely with the Grant Manager, Government Grant Manager, Director of Compliance and Quality Assurance, the Development Team, Finance and Program Leadership, as well as the Executive Management Team. This position also works closely with various foundation and government funders, donors, and community partners, including strong collaboration with program officers at local program agencies. Works alongside and supports volunteers who are engaged throughout Interfaith’s programs.

**WORK SCHEDULE**

* Full-time 40 hours per week; primarily scheduled Monday – Friday with occasional evenings and weekends
* Requires morning, afternoon, and evening availability any day of the week
	+ Required to work a schedule determined by supervisor but may be changed by management based on the needs of the agency
	+ Request to be scheduled off for a specific day require advanced notification and approval by supervisor

**SUPERVISORY RESPONSIBILITIES**

This position is not responsible for supervising staff.

**EDUCATION/YEARS EXPERIENCE**

Bachelor’s Degree in Public Policy, Social Work, Communications, Business or related field with a minimum of two (2) years of experience in writing successful grants and contracts ranging from $5,000 to $2 million required.

**KNOWLEDGE, SKILLS AND ABILITIES**

* Must have superb verbal, writing, spelling and grammar skills with the ability to write clear, logical, and persuasive proposals
* Must have strong editing skills, be highly organized, and demonstrate attention to detail
* Must have experience with grant management software, databases, and research tools
* Demonstrated experience managing multiple deadlines and working effectively under pressure, using common sense and independent judgment to produce quality work under time constraints
* Demonstrated experience working with a collaborative team to drive successful grant- making projects to completion
* Demonstrated ability to analyze and interpret quantitative information
* Advanced  knowledge  of  Windows  operating  systems  as  well  as  Microsoft  Office applications (Word, Excel, Outlook, and PowerPoint)
* Ability to communicate effectively among a diverse workforce population and maintain sound working relations with all levels within the organization.
* Work with spirit of enthusiasm, teamwork, cooperation and a sense of urgency.
	+ Maintain a high degree of confidentiality over all matters in the course of business operations including client and employee information.
	+ Ability to establish and maintain professional boundaries with clients.
	+ Ability to multi-task in an efficient, thorough, and prioritized manner.
	+ Ability to work quickly, accurately and independently.
	+ Ability to anticipate needs, prioritize work and solve problems.

**LICENSES/CERTIFICATIONS**

Must have reliable transportation and possess and maintain a valid California driver’s license including proof of personal vehicle insurance coverage and insurability under the Company’s insurance carrier standards.

**ADDITIONAL REQUIREMENTS**

Must successfully pass a criminal background and exclusion/disbarment check, as well as successfully pass a pre-employment physical examination, tuberculosis test, and drug screen.

**PHYSICAL, MENTAL & ENVIRONMENTAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

* Must be able to perform work in a climate controlled office setting
* Must have the mental and visual ability to read and interpret complex grants, contacts, and proposals
* Must have the physical ability to sit for long periods of time, stand, walk, bend, kneel and uses hands, arms and legs for dexterity and balance on a frequent basis
* May be subjected to adverse conditions, including contact from hostile people
* Low to moderate exposure to contagious diseases (hepatitis, HIV, tuberculous, etc.)
* Low to moderate exposure of unpleasant and noxious fumes, odors, dust, temperatures, noise and inclement weather
* Occasionally lifts, carries and balances objects weighing up to 30 pounds
* Pulls and pushes such objects as file drawers, computers and similar office equipment and supplies
* May be subjected to adverse conditions, including contact from hostile people
* Low to moderate exposure to contagious diseases (hepatitis, HIV, tuberculous, etc.)
* Low to moderate exposure of unpleasant and noxious fumes, odors, dust, temperatures, noise and inclement weather
* Prioritizes and multi-tasks work and projects requiring good memory , concentration and analytical thinking
* Occasionally is required to perform the safe operation of a vehicle, office equipment and machines, and recognize and abate safety hazards within the workplace
* Must be able to hear, see including distinction of colors, read and communicate verbally and in writing frequently with a wide range of people from divergent socio- economic backgrounds and origins
* The noise level in the work environment is usually low

To apply: [**http://www.interfaithservices.org/careers/**](http://www.interfaithservices.org/careers/)

I acknowledge that I have read the Job Description and I understand what would be expected of me. The agency reserves the right to change or reassign job duties or to combine positions at any time. I also understand this position is subject to the availability of grant funding and could be eliminated without grant funding. I also understand that I am an at-will employee, and this job description does not constitute a contract of employment.

Name (print):

Date:

Signed: