**FAMILYLINKS**

**POSITION DESCRIPTION**

**Position Title: Grant Writer Department: Development & Outreach**

**Reports To: Director of Development Classification: Part-Time/Non-Exempt**

**Effective Date: July 2016 Review/Revise Date: January 2019**

**April 2020**

**September 2021**

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**Position Summary:**  The Grant Coordinator is responsible for researching, developing and writing all grants for Familylinks to maximize the various program and funding capacities.

**Position Qualifications:**

* Bachelor’s Degree with a minimum of 3-5 years’ experience in a related field required.
* Must possess knowledge of government, foundation and corporate funding sources.
* Must possess strong writing and written and verbal communication skills.
* Must possess strong project management skills.
* Must be highly organized and comfortable working under pressures and meeting deadlines.
* Must possess the ability to work collaboratively and independently to achieve goals.
* Must be proficient in computer software programs and databases (Microsoft and Raisers Edge).
* Must be self-motivated and able to prioritize and multi-task.
* Experience with budgeting and budget development is preferred.
* Ability to develop and cultivate relationships.
* Ability to effectively manage multiple funding opportunities at one time.

**Essential Duties and Responsibilities:**

* Support efforts to achieve the annual financial goals for Familylinks.
* Work collaboratively with program and development staff to create compelling grant proposals and funding requests, taking the lead as the project manager.
* Work collaboratively with program and development staff to prepare internal and external reports.
* Possess a strong knowledge of government, foundation and corporate funding sources.
* Manage the oversight, research, development, submission and reporting process of all grants, proposals and applications.
* Coordinate with relevant staff in order to solicit timely and appropriate input/review of grant proposals prior to submission deadlines.
* Review guidelines for all applications/proposals and reports to ensure all submissions are accurately formatted and include all required information.
* Maintain a portfolio of current and prospective funders.
* Manage and cultivate relationships with funding sources.
* Conduct research to identify new opportunities that match the goals and objectives of the agency to help grow the existing portfolio of funders to ensure Familylinks maintains a diverse portfolio of funders.
* Provide quarterly and annual reports to track progress to be shared with leadership and the board of directors.
* Collaborate with staff to establish new funding sources.
* Maintain a calendar of grant activities to include application/proposal due dates, reporting deadlines and renewals.
* Ensure grant information/tracking is documented, up-to-date, accurate and entered into Raisers Edge.
* Coordinate meetings for the Director of Development, COO and CEO with prospective funders, as needed.
* Attend information sessions, RFP meetings and/or other community forums to interact with potential funders, program managers and possible collaborative partners.
* Attend appropriate grant related trainings and seminars to continue to learn and grow.
* Support general fundraising activities, as needed.
* Perform other duties, as assigned.

**Working Conditions:** The Grant Writer is based out of the East Liberty Administrative Building on N Highland Avenue, however will be expected to travel at times for external meetings along with visiting other Familylinks locations. The working hours are during the business day in nearly all situations.

Salary range is $28-$38 an hour. 20 hours a week. Includes benefits

**Physical Requirements:** **Sedentary:** Lifting up to 10 lbs. maximum and occasionally carrying such articles as files, marketing information and small office tools.

**Disclaimer:**

* Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.
* This job description reflects management’s assignment of the essential functions; it does not prescribe or restrict the tasks that may be assigned.
* Critical features of this job have been described in the narrative. They may be subject to change at any time due to reasonable accommodation or other reasons.

# **Familylinks is an Equal Opportunity Employer and Provider**

I have read this position description and fully understand the requirements. I accept this position and agree to the requirements listed and will perform the duties and responsibilities to the best of my ability.

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**Employee (Print Name) Date**