

JOB DESCRIPTION

Tenfold

Job Title: Grants & Communications Specialist

Date Written/Revised: May 2026

General Function: Prepare and submit grant applications and impact reports; research grant funding sources; provide creative writing that supports the mission and narrative of Tenfold and provide other assistance to the Development Department as needed.

Essential Functions

1. Prepare and submit grant applications and impact reports to help support Tenfold's programs.
 - a. Work collaboratively with other staff members to tailor applications to the needs of the programs they manage.
 - b. Work with other staff to prepare impact reports for funders.
2. Maintain and follow schedule for application due dates and status of applications and impact reports. Research funding sources and opportunities.
 - a. Follow leads, suggestions, and notices of grant opportunities and/or funding sources from local stakeholders, local/state/national government, and staff.
 - b. Research and evaluate new funding sources, applying when appropriate.
 - c. Contact current sources for feedback or advice to strengthen applications where applicable.
3. Write stories highlighting Tenfold's mission, services, and impact.
 - a. Collaborate with Development Team and other Tenfold staff to identify clients, staff, volunteers, and donors for stories.
 - b. Conduct interviews and collect content for stories (Clients, Volunteers, Staff, and donors)
4. Edit, proofread, and make recommendations for Development & Communications materials including newsletters, web sites, annual reports, social media posts, press releases, and annual appeals, etc.

Other Functions

1. Provide other assistance to the Development Department as needed.
2. Assist with website and social media design as needed.

Supervisor

1. Chief Development Officer

Minimum Knowledge, Skills, and Abilities

1. A bachelor's degree in related fields (writing/journalism/English/public relations/communication/marketing or similar area); or a minimum of two years' experience in grant writing in a similar position
2. Knowledge and experience of Microsoft Office (Word, Excel, PowerPoint, etc.) basic knowledge of general computer operations; experience working collaboratively using Microsoft Teams or similar platform is desirable.
3. High level of writing/editing/grammar proficiency

4. Organizational ability to manage multiple tasks/applications simultaneously; ability to manage time effectively to meet deadlines throughout the year.
5. Attention to detail.
6. Ability to work collaboratively with other staff members to prepare content of grant proposals and impact reports.
7. Demonstrated ability to multi-task and work flexibly and efficiently – producing high quality work and meeting deadlines.
8. Excellent administrative and clerical skills essential
9. The capacity to maintain a helping role in the Development Department as needed.
10. Commitment to Tenfold’s Core Values:
 - We Value Empowerment
 - We value Innovation.
 - We Value Integrity
 - We Value Diversity, Equity, and Inclusion
 - We Value Teamwork

Time Requirements

40+ hours per week

Classification and Salary

Stating salary for this position is \$50,000-\$55,000 annually. This position is classified as exempt from overtime and compensation of is paid on a salaried basis. The above is intended to describe the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

I have read and understand the responsibilities and requirements of this position for which I have been employed by Tenfold.

Signature of Employee _____ Date _____

Equal Employment Opportunity

Tenfold is an equal opportunity employer and does not discriminate on the basis of race, color, gender, disability, ethnicity, religion, sexual orientation, national origin, age, citizenship, veteran status or genetic information.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The agency shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.