



One of America's most respected and admired humanitarian dental care organizations seeks an innovative Development professional to join our team. We are currently seeking applications for a full time (40 hours/week) **Grant Writer**. **This is a hybrid position and is located in Denver, CO.**

Since 1974, Dental Lifeline Network (DLN) has arranged comprehensive dental treatment for people with disabilities or who are elderly or medically fragile. Its flagship Donated Dental Services (DDS) program involves more than 12,000 volunteer dentists and 3,400 volunteer dental laboratories who have donated over \$500 million in free treatment to more than 165,000 individuals.

The Grant Writer will be responsible for researching, writing, editing and submitting compelling grant proposals, letters of inquiry, applications and supporting materials for foundation, corporate, and association funders. This role will tailor proposals to align organizational priorities, funder interests and program needs. Maintaining a strong understanding of DLN's programs, outcomes, strategic priorities and funding opportunities in order to develop persuasive and accurate submissions. This role will also support the development of proposal budgets and narrative components in collaboration with Development, Finance and Program Staff, as well as working closely with the Senior Grant Writer on proposal development, editing, submission preparation and grants workflow.

This role may also support institutional funder stewardship by assisting with written impact updates, proposal follow-up materials, and other donor-facing communications, as needed. In collaboration with internal teams, the Grant Writer may help gather programmatic and financial information that strengthens proposals and other institutional communications.

The successful candidate will have a bachelor's degree preferably in English, Journalism, Nonprofit Management, Public Health, Communications or another writing-intensive field. This candidate will also have at least 2 years of experience in professional grant writing or related fundraising/writing experience as well as a demonstrated ability to write clearly, persuasively and accurately for a variety of audiences. Experience with research and identification of potential grant opportunities. In addition, experience with MS Office, Salesforce, Donor Perfect as well as high attention to detail, good time management skills, organization skills and exceptional interpersonal and collaborative skills.

The salary range for this position is \$26.50 to \$29/hour.

Dental Lifeline Network offers a generous benefits package including:

- Health Insurance
- Company-provided Dental Insurance
- \$50,000 in Life Insurance
- Long- and Short-Term Disability Insurance
- Retirement Plan with generous company matching
- Accrued Vacation Time and 4 Floating Holidays
- 9 Paid Holidays
- Company provided EcoPass

To apply, please send a resume, a writing sample, and a cover letter that includes salary requirements to Lara Womack at lwomack@dentallifeline.org.