

Job Title: Grant Writer

Organization: Love INC of Lorain County

Job Overview:

Love INC of Lorain County is seeking a Grant Writer to research, write, and submit grant proposals that secure funding to support our mission of transforming lives through community resources. This role involves identifying grant opportunities, collaborating with staff, maintaining grant records, and ensuring compliance. The ideal candidate has proven grant writing experience, strong communication and research skills, and a commitment to nonprofit work. We offer a meaningful impact, a supportive work environment, flexible hours, and possible remote work.

Key Responsibilities:

- Research and identify grant opportunities from foundations, corporations, and government agencies
- Write clear, compelling, and persuasive grant proposals and reports
- Collaborate with program staff and leadership to gather information and develop funding strategies
- Maintain accurate records of grant submissions, deadlines, and funding outcomes
- Monitor awarded grants and assist with compliance and reporting requirements
- Develop and update fundraising materials as needed

Qualifications:

- Proven experience in grant writing and securing funding
- Excellent written and verbal communication skills
- Strong research and organizational abilities
- Knowledge of nonprofit funding sources and grant processes
- Ability to work independently and meet deadlines
- Commitment to the mission of Love INC and passion for community service

Benefits:

- Opportunity to make a meaningful impact in Lorain County
- Supportive and collaborative work environment
- Flexible hours, with potential for remote work options

How to Apply:

Applicants should submit a cover letter, resume, and one writing sample in PDF format to office@lilc.org.

Love INC of Lorain County is an equal opportunity employer and values workforce diversity.