

## JOB DESCRIPTION

**Title:** Grant Writer  
**Classification:** Exempt  
**Department:** Programs

**Reports to:** SVP, Programs  
**Supervises:** N/A

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**Primary Purpose of the Job:** Reporting to and in partnership with the Senior VP, Programs, the Grant Writer will implement new and innovative resource development strategies to ensure the sustainability of our programs and affordable housing projects. This position will also manage the donor database and coordinate fundraising events.

### Duties:

1. Develop an annual comprehensive resource development plan and fundraising goals to include input from senior staff, board members and appropriate partners.
2. Coordinate and direct the organization's day-to-day fund development activities including new donor cultivation, management of donor affinity groups, major giving outreach, updates to the organization's associated website donation page and retrieval of reports from online and social media platform giving.
3. Research, evaluate and recommend grant opportunities to help fund the organization's homeownership and place-based programs as well as affordable housing projects.
4. Write grant proposals in accordance with grantor requirements and gain approvals as dictated by organization policy.
5. Research and target large foundations/corporations for the organization to strategically approach to establish a long-term working and/or funding partnership.
6. Establish productive working relationships with grantor/funding agency administrators to remain familiar with their funding priorities/opportunities and help establish awareness of potential fundable programs.
7. Maintain all development department (corporate, foundation and fundraising) files and mailing lists; assure accurate and current records are maintained and prepare acknowledgements for event and non-event contributions.
8. Serve as staff liaison for the board-level Communications and Fund Development Committee including planning meetings, monitoring assignments and providing follow-up, as needed.
9. Work collaboratively with appropriate staff and external vendors to plan and execute special events that may include a large annual fundraiser, organization anniversary galas, networking socials, investor tours and the like.
10. Provide timely reports on fund development activities and grant application success on a bi-weekly basis for inclusion in project meetings and board updates.
11. Participate in resource development industry peer learnings on a local, state and national level including attending lunch and learns and conferences, when feasible.
12. Provide ideas and insights for the creation of marketing collateral, quarterly newsletter and annual reports to demonstrate the organization's impact to donors, funders and the general public.

### Knowledge, Skills and Abilities:

1. Must have strong project management and multitasking abilities, be able to organize and prioritize assignments, work independently as well as part of a team.
2. Strong writing, communications, presentation and computer skills including Microsoft Office Suite.

3. Ability to maintain and build professional and cooperative relationships with other agencies, community contacts, customers and fellow staff.
4. Must be highly proficient in technical and creative writing.
5. Ability to interpret complex written material and problem solve, develop and write proposals, as needed.
6. Ability to establish and follow departmental priorities and ensure achievement of stated organizational objectives and goals.
7. Ability to operate basic office equipment (i.e. phone, fax, copier, scanner, printer).

**Required Experience:** Three (3) to five (5) years experience in a nonprofit, education, or social services environment. Proven record of successful grant preparation and demonstrated experience with donor relationship management, special events fundraising, sponsorship generation and corporate resource development. Donor management software/system knowledge is helpful.

**Required Education:** Four (4) year degree in Business Administration, Public Administration, Marketing, Communications, Finance, English, Public Policy or one of the social sciences