

Grant Writer Job Description

REPORTS TO:	Chief Executive Officer
LOCATION:	Spokane, WA
TYPE:	Paid/Full-time/Non-Exempt/Up to 20% Remote
REVIEWED:	July 2022

JOB DESCRIPTION

Believe in Me is looking to hire a Grant Writer to identify, define and develop funding sources to support existing and planned program activities as well as lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies.

The position is also responsible for collecting, analyzing, and reporting data on the performance of program activities that are funded by federal, state, and private funding agencies. Experience working in a fast-paced, results-oriented environment and demonstrated flexibility in meeting shifting demands and priorities is a must. A high degree of creativity, energy and initiative is required.

RESPONSIBILITIES

Grant Writing

- Study and understand the history, structure, objectives, programs and financial needs of the organization
- Research grant opportunities
- Draft grant proposals and supporting documents based on the funding requirements of the organization
- Submit proposals to Chief Executive and Grants Administration Committee Chair for approval
- Respond to internal and external queries on drafted and submitted proposals

- Maintain positive relationships with fund providers and other stakeholders
- Maintain records and submit reports related to grant opportunities

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong analytical and problem solving skill set.
- Excellent organizational and attention to detail.
- Outstanding communication and interpersonal abilities.
- Work well in a team environment; possess leadership qualities.
- Ability to prioritize and meet deadlines.
- Ability to recognize and define problems, collect information, establish facts and implement innovative solutions.
- Ability and openness to understanding operational, accounting, and legal aspects of financial reporting and investments.
- Project management experience and time-management skills for juggling numerous time-sensitive projects simultaneously.
- Ability to establish and maintain excellent working relationships with supervisor, co-workers, and volunteers.
- Commitment to a high standard of ethics and to promote the donor bill of rights.
- Commitment to maintaining a high level of confidentiality with information acquired about Believe in Me prospects, donors, and volunteers.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in English, communications, creative writing or a related area (master's degree preferred)
- A minimum of two years experience in grant writing
- Strong presentation, communication and organizational skills.
- Proficiency in G-Suite (Google Docs, Google Sheets, Gmail, Google Drive).
- Accuracy in written correspondence, record keeping and ability to work under deadlines is critical
- Ability to read, analyze and interpret complex documents and instructions
- Excellent grammar and strong research skills
- Ability to calculate figures
- Must be highly detail-oriented
- Ability to work in a fast-paced environment and manage multiple deadlines
- Experience working with high level corporate volunteers and community leaders
- Embraces values of Respect, Integrity, and Excellence in the workplace

PURPOSE: Believe in Me is organized for the principle purpose of stimulating, receiving, administering, and managing assets and funds for grant-making to programs serving youth in need of shelter, foster care, adoption, education, and emotional enrichment support and direction.

VISION: Our vision is to help every kid develop the self-confidence they need to succeed.

MISSION: Leveraging the generosity of our donors, we fund children's charities that provide disadvantaged kids with a safe place to call home, a family that loves them, a feeling of community, and opportunities to learn, build self-esteem, and have fun.

VALUES: Believe in Me effectively raises funds and manages assets in a manner that is guided by the values of caring, trustworthiness, innovation, equity, diversity, and inclusion.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time. We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.