

JOB TITLE:	Grant Writer and Events Coordinator
DEPARTMENT:	Administration
STARTING PAY:	\$16.36
HOURS:	20 to 25 hours per week
FLSA STATUS	Non-Exempt Employee
IMMEDIATE SUPERVISOR:	Director of Development
MOST RECENTLY REVISED:	09/09/2019

Position Summary:

Duties will include identifying new funding sources, developing grant applications and supporting documents, and providing regular reports to the Development Director. Position requires a self-starter with a track record of delivering results. Additionally, some help managing third party fundraising activities will be required in this position.

Essential Functions:

Key responsibilities include:

- Researching and developing proposals for grants
- Providing effective communication of the organization's mission and impact
- Establishing and maintaining relationships with foundations and corporate contacts
- Assisting with third party events and providing appropriate communication to the Development Director and Fund Development Associate

Duties and Responsibilities:

Grant Research

- Use all research tools to locate potential funding sources that match program needs
- Identify strategies to customize the proposal to fit a wide pool of future funding opportunities
- Classify target populations, leverage opportunities, locate community partners, and research best practices

Grant Preparation

- Prepare and write grant submissions - combination of Letters of Intent and Applications (monthly amount is dependent on grant opportunities/funding cycles)
- Contact potential funders with notification of intent to submit via phone/email as appropriate

- Assist with budget preparation for funding applications
- Prepare work samples as required
- Compile, collate, copy and package grant applications
- Submit application pursuant to funder guidelines either electronically or via US mail

Grant Reporting

- Maintain a master funding grants calendar outlining the full cycle of the funding period
- Track all progress and activity details on a funding spreadsheet
- Prepare grant activity reports and submit to funding source

Events Coordination

- Help develop and support fundraising events held by community members
- Grow the third party fundraising goal as presented in the annual budget
- Provide support for SafeHouse Center hosted events as directed by Development Director and Fund Development Associate

Working Environment & Physical Requirements:

- This position primarily works remotely at this time. We will support the position with critical office equipment and training. There is also a shared office space in the administrative office for this position.
- Staff may occasionally be required to travel locally and regionally in agency or own vehicle to attend conferences or other related events.
- This position requires a valid driver's license and the ability to obtain vehicle insurance.

Qualifications:

- Bachelor's Degree in administration or writing with at least two years' experience in grant writing with proven results.
- Demonstrated skill in writing, speaking, interpersonal communication, various types of computer software, data analysis and teamwork.
- Competency in knowledge of nonprofit fundraising.
- Excellent written skills required.
- Understanding of and sensitivity to the unique circumstances of underserved populations and to survivors of domestic violence and sexual assault.