

POSITION DESCRIPTION

Position: Grant Writer/Business Development Officer Status: Exempt
Reports to: V.P. / Chief Operating Officer Dated: 07/2017

POSITION SUMMARY:

The Grant Writer/Business Development Officer identifies, defines and develops funding sources to support existing and planned business activities as well as coordinate the development, writing and submission of grant proposals to third-party entities. The Grant Writer/Business Development Officer is responsible for creating and maintaining an annual grants solicitation plan. The position is responsible for collecting, analyzing, and reporting data on the performance of program activities that are funded by third-party sources. In collaboration with the V.P., Chief Operating Officer, the Grant Writer/Business Development Officer will assist in the administration of acquired funds.

OBJECTIVES/ACTIVITIES:

- A. Responsible for the full range of activities involved in the proposal and grant writing process.
 - 1. Develop and manage an annual solicitation plan.
 - 2. Oversee and act as expert for all aspects of the grant making process including all grant administration policies, systems and documentation to ensure compliance, incorporate best practices, and ensure excellent controls.
 - 3. Work with finance and program staff to ensure an accurate, timely, efficient and transparent process for the entire grant life cycle, from proposal to close.
 - 4. Work closely with V.P., Chief Operating Officer to identify new funding priorities and opportunities, making recommendations about programmatic “fits” and request amounts.
 - 5. Meet and work with staff to elicit projects and programs that need support; manage meetings to vet projects and programs and set priorities for funding.
 - 6. Manage and execute successful site visits or tours of programs, upon request from potential funders.
 - 7. Develop and foster relationships with potential funders.
 - 8. Maintain current records in database and in paper files, including grant tracking and reporting.
 - 9. Monitor and manage grants income goal.
 - 10. Track statistics relevant to development and provide department with written materials necessary for donor stewardship.
 - 11. Work with V.P., Chief Operating Officer to provide development input for all written institutional materials.
 - 12. Responsible for the creation of all proposals, budgets, reports, and other ancillary materials.
 - 13. Assist with other fundraising projects as requested

- B. Responsible for self-development

1. Continually learn and enhance technical and interpersonal skills.
2. Attend all mandatory training as assigned.
3. Attend management team meetings as required.

EQUIVALENT EDUCATION AND EXPERIENCE

A Bachelor's Degree is required. Minimum five years of professional grant management, and/or writing and editing experience, with proven results of funding from proposals. Proven track record on raising money from foundation and government sources preferred. Strong non-profit background with previous non-profit fundraising is highly desired. This position requires strong project management and time management skills, highly organized and detail-orientated, demonstrated ability in record keeping and excellent written and verbal communication skills. Must have a valid Driver License and clean driving record.

SPECIFIC SKILLS REQUIRED:

Excellent oral and written communication skills, ability to write clear, structured, articulate and persuasive proposals
Understands business acumen
Strong editing skills
Highly organized with strong time management skills
Detail orientated, analytical thinker
Self-motivated to meet strict deadlines under pressure
Knowledge of basic fundraising techniques and strategies
Computer skills
Strong contributor in team environments

PHYSICAL REQUIREMENTS

Lift and move up to 20 pounds
Stand, walk and sit frequently
Bend, stoop and kneel occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are performed independently with guidance and direction from the V.P., Chief Operating Officer. This person must be able to function both independently and in a team environment working towards attainment of operational goals and strict deadlines.

SUPERVISION EXERCISED:

This position does not supervise any staff.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires contact with outside prospects, government agencies, board members, clients, and all levels of staff. The Grant Writer/Business Development Officer is responsible for promoting company image and adhering to company practices and procedures, while

establishing and maintaining good working relationships with all individuals with whom he/she interacts. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

Minimal, however, errors in proposals and grants can have major financial implications.

NUMBER OF EMPLOYEES

No employees report to this position.

This job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature: _____ Date Signed: _____