

POSITION TITLE: Grant Writer

DEPARTMENT: Executive

STATUS: Non – Exempt

SALARY: \$45,000 - \$55,000, dependent upon experience

POSITION SUMMARY:

The Grant Writer identifies, defines, and develops funding sources to support existing and planned program activities. The Grant Writer is responsible for coordinating the development, preparation, writing, and submission of grant proposals to third-party entities. The Grant Writer will collaborate with WHA internal departments to gather necessary information, reports, and data, and to write coherent, organized and compelling proposals. The Grant Writer will manage compliance by collecting, analyzing, and reporting data on the performance of program activities funded by grants. The Grant Writer will also assist the agency with other fundraising goals and campaigns as needed. The Grant Writer should be a dedicated, motivated, and energetic team-player, driven to develop relationships with key stakeholders and to further the mission of the WHA.

ESSENTIAL FUNCTIONS:

1. Research grant-making organizations to identify, cultivate and solicit new grants, including attending networking events;
2. Maintain relationships with various private, local, state, and federal agencies, as well as local businesses and other key stakeholders in order to exchange grant-related information;
3. Collaborate with WHA executives, department heads, and staff to acquire a sound knowledge and understanding of the agency's history, operations, and programs;
4. Develop an annual grants strategy, including marketing of agency programs and furnishing prospective funders with supporting documentation;
5. Recommend grant opportunities to match agency priorities, displaying adherence to the WHA's mission.
6. Research and write high-quality, compelling grant proposal narratives in accordance with each grant-making organization's specific preferences and guidelines;
7. Manage the proposal submission process to ensure timely submission of all required materials including comprehensive applications and all supporting documentation;
8. Work with department managers to compile financials and data;
9. Coordinate and follow-up on the progress of submitted proposals and keep in contact with grant-making organizations during their review of a submitted grant application in order to be able to supply additional supportive material if needed;
10. Manage the data infrastructure for compliance with grant requirements, including supplying progress reports when requested by a grant-making organization that has funded a project or program;
11. Review and analyze data concerning agency programs in order to determine progress and effectiveness, and to make recommendations for changes in procedures, guidelines, or methods to better accomplish program and grant objectives;
12. Provide assistance and advice to grant program managers and staff in order to exchange information, resolve problems, and ensure compliance;
13. Perform other, similar job-related duties as assigned.



EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Four (4) year college degree required;
2. Minimum of three (3) years of experience as a grant writer for a nonprofit or government organization;
3. Exceptional writing skills, including a thorough understanding of proper grammar, spelling, vocabulary, syntax, punctuation, tone, and style;
4. Expert-level attention to detail, with advanced analytical and problem solving skills;
5. Demonstrated knowledge of fundraising and marketing methods relative to grant applications;
6. Ability to research, interpret, manage, and analyze diverse data;
7. Superior interpersonal communication skills, including networking, public speaking, relationship management, conflict resolution, and sales skills;
8. Proficient with computers, including the use of the internet, as well as Microsoft applications, such as Word, PowerPoint, Excel, and Outlook, and other software programs;
9. Ability to multi-task, use independent judgment, and produce a quality work product within tight time constraints.