



---

**Worcester Housing Authority  
630 Plantation Street  
Worcester, MA 01605**

**POSITION TITLE:** Grant Writer

**DEPARTMENT:** Accounting

**STATUS:** Non – Exempt

**SALARY:** \$50,000 - \$60,000, dependent upon experience

**ABOUT THE WHA:**

At the Worcester Housing Authority (WHA), our mission is to enhance the Worcester community by creating and sustaining decent, safe, and affordable housing that champions stability and self-sufficiency for our residents. As the second largest housing authority in New England, widely recognized for our innovative and progressive programs, we're not just providing housing – we're building futures. We're looking for candidates who are mission-focused, goal-driven, and passionate.

The WHA is committed to developing and supporting a diverse, equitable, and inclusive community both inside and outside of the workplace. Representation is important; our clients come from all walks of life and, not unintentionally, so do our staff. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our agency stronger.

**ABOUT THE POSITION:**

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, sponsorship, and fundraising 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 community partners to further the mission of the WHA and Building Futures, Inc. (BFI), the WHA's nonprofit 501(c)(3) affiliate.

This is a full-time, fully benefited, onsite (not remote) position, with normal business hours of Monday through Friday, 8:00 a.m. – 4:30 p.m.

**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 and marketing materials.

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 and staff to compile financials and data, as needed.
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. Assist in marketing campaigns around WHA and BFI programs, including website updates, social media posts, flyers, newsletters, and other efforts to solicit new funders/donors and increase awareness of WHA/BFI programs.
14. Assist with other agency funding opportunities such as sponsorships, fundraising campaigns, and donor cultivation to grow revenue.
15. Perform similar, job-related duties as assigned.

**EDUCATION, EXPERIENCE AND SKILLS DESIRED:**

1. Four (4) year college degree required.
2. Minimum of three (3) years of experience as a grant writer for a similar 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 grants, fundraising, and marketing methods.
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 internet, Microsoft Office 365, Teams, and grants/fundraising and donor management software.
9. Ability to work independently and to prioritize workload appropriately.
10. Ability to multi-task, use independent judgment, and produce a quality work product within tight time constraints.
11. Ability to be relied upon to be available for work.

**PHYSICAL REQUIREMENTS:**

1. Ability to spend prolonged periods sitting at a desk and working on a computer.
2. Ability to spend occasional periods standing and walking, including climbing stairs, as well as balancing, stopping, kneeling, crouching, and/or crawling.
3. Ability to occasionally lift, push, or pull up to 20 pounds.
4. Ability to bend, handle materials, tools, or equipment, and reach with hands and/or arms.
5. Work may be performed with or without reasonable accommodation to a known disability.